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ABSTRACT

This Certification Manual explains the many policies and procedures that guide the process of certification in North Carolina. The certification process requires educators in North Carolina to meet established standards of professional competence. The publication is organized into 14 sections: (1) an Introduction; (2) General Information; (3) The Certificate; (4) Obtaining Certification; (5) Testing Requirements; (6) Initial Certification Program; (7) Certificate Renewal; (8) Subject Area Certification; (9) Vocational Education; (10) Special Service Personnel; (11) Out-of-Field Assignments (provisional certification); (12) Salary Determination; (13) IHE Methods Faculty (college and university faculty members who teach undergraduate or graduate methods courses or supervise field experiences for prospective classroom teachers in approved teacher education programs); and (14) Certificate Suspension and Revocation. Five appendices that make up half the document present: laws relating to certification; North Carolina's Administrative Code; North Carolina colleges and universities that offer approved education programs (public, private, and consortium-based); certification forms; and a glossary. (LL)

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# Certification Manual

## Standards and Procedures for the Certification of North Carolina Professional School Personnel

*February 1993*

Bob Etheridge, State Superintendent
North Carolina Department of Public Instruction

# CONTENTS


FOREWORD ..... vii

PREFACE ..... ix

1 INTRODUCTION ..... 1

2 GENERAL INFORMATION ..... 3

- Address ..... 3
- Telephone Assistance ..... 3
- Processing Fee ..... 4
- Duplicate Certificates ..... 4
- Certification Records ..... 4
- Certification and Tenure ..... 4

3 THE CERTIFICATE ..... 7

- Information on Certificate ..... 7
- Sample Certificate ..... 8
- Program Codes ..... 9
- Class Level ..... 11
- Certificate Status ..... 11
  - Initial Certificate ..... 11
  - Continuing Certificate ..... 11
  - Provisional Certificate ..... 11
- Certificate Types ..... 12
  - Teacher ..... 12
  - Student Service ..... 12
  - Administrator/Supervisor ..... 13
- Dating of Certificates ..... 13

4 OBTAINING CERTIFICATION ..... 15

- Approved Education Program ..... 15
- Reciprocity ..... 17
- Lateral Entry ..... 20
- Modified Certification ..... 21
- Direct Certification ..... 21

5 TESTING REQUIREMENTS ..... 23

6 INITIAL CERTIFICATION PROGRAM ..... 27

Placement ..... 27
Procedure ..... 28
Regulations Specific to Certificate Type ..... 28
Teachers ..... 28
Student Service Personnel ..... 28
School Administrators and Curriculum-Instructional Specialists ..... 29
Permanent Part-Time Employees ..... 29
Initial Certification Program Plans ..... 30
Continuing Certification ..... 31
Clearing ICP with Provisional Certification Areas ..... 31
Clearing ICP with Lateral Entry Areas ..... 32
Appealing the Denial of Continuing Certification ..... 33

7 CERTIFICATE RENEWAL ..... 35

Regulations ..... 35
Procedures ..... 36
Reinstatement of Expired Certificates ..... 37
Validated Certificates ..... 37

8 SUBJECT AREA CERTIFICATION ..... 39

Birth through Kindergarten ..... 39
Elementary Education (K-6) ..... 40
Middle Grades (6-9) ..... 40
Academic Areas ..... 40
Vocational Areas ..... 42
Secondary Areas (9-12) ..... 43
Endorsements ..... 43
Principles of Technology ..... 44
Special Subject Areas ..... 45
Media Coordinator ..... 46
Computer Education ..... 46
Safety and Driver Education ..... 46
K-12 Second Languages ..... 47
JROTC ..... 47
Exceptional Children ..... 48

9 VOCATIONAL EDUCATION ..... 51

General Requirements ..... 51
Specific Requirements ..... 52
700 - Agriculture ..... 52
710 - Home Economics ..... 53
711 - Vocational Director ..... 53
720 - Health Occupations ..... 54

730 - Marketing Education ..... 55
740 - Trade Preparatory Programs ..... 55
745 - Industrial Cooperative Training ..... 56
747 - Industry-Education Coordinator ..... 56
760 - Vocational Business Education ..... 57
761 - Vocational Business Education - Data Processing ..... 57
770 - Handicapped/Disadvantaged ..... 58
777 - Career Exploration ..... 59
820 - Technology Education ..... 60
Procedure for Requesting Vocational Certification Areas ..... 60

10 SPECIAL SERVICE PERSONNEL ..... 63

Superintendent ..... 63
Principal ..... 63
Assistant Principal ..... 63
Curriculum-Instructional Specialist ..... 63
Instructional Technology Specialist - Computers ..... 64
Media Supervisor ..... 64
Exceptional Children Program Administrator ..... 64
Vocational Director ..... 64
Counselor ..... 64
School Social Worker ..... 64
Mentor ..... 64
School Psychologist ..... 65

11 OUT-OF-FIELD ASSIGNMENTS ..... 67

Definition ..... 67
Provisional Certification ..... 67
Acquiring Provisional Certification ..... 67
Qualifying Criteria for Provisional Certification ..... 68
Counselor ..... 68
Supervisor ..... 68
Teacher ..... 68
School Psychologist ..... 69
Principal and Superintendent ..... 69
Continuation of Provisional Certification ..... 69

12 SALARY DETERMINATION ..... 71

Experience ..... 71
Areas of Experience Credit ..... 71
Calculation of Experience Credit ..... 72
Effective Date for Experience Changes ..... 73
Class Level and Salary ..... 74
Graduate Certification ..... 74
Advanced and Doctoral Certification ..... 74
Junior ROTC Instructors ..... 75
Substitute Teachers ..... 75

Supervisor/Director Assignments ..... 75
Effective Date of Salary Changes ..... 76

13 IHE METHODS FACULTY ..... 77

14 CERTIFICATE SUSPENSION AND REVOCATION ..... 79

Reasons for Suspension or Revocation ..... 79
Procedure for Certificate Suspension and Revocation ..... 80

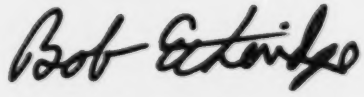
APPENDICES ..... 83

Appendix A. Laws Relating to Certification ..... 85
Appendix B. North Carolina Administrative Code ..... 89
Appendix C. North Carolina Colleges and Universities That Offer Approved Education Programs ..... 99
Appendix D. Certification Forms ..... 103
Form 1 ..... 105
Form 1-B ..... 109
Form 6 ..... 111
Form 6-A ..... 113
Form 7 ..... 115
Form C-02 ..... 117
Form C-03 ..... 119
Form C-04 ..... 121
Form C-5A ..... 125
Form C-07 ..... 127
Form C-09 ..... 129
Form C-11 ..... 131
Form C-13 ..... 133
Form C-14 ..... 135
Form IHE-01 ..... 137
Form IHE-01a ..... 138
Form IHE-01b ..... 139
Form IHE-02 ..... 141
Form LEA-02 ..... 143
Form LEA-03 ..... 145
Form LEA-04 ..... 147
Appendix E. Glossary ..... 151

INDEX ..... 155

# FOREWORD

Certification of North Carolina's over 77,000 professional school personnel ensures that our state's more than one million school children are served by educators with the knowledge and skills to deliver a sound educational program. Certification also assures that professional school personnel engage in ongoing staff development activities that help them continually improve the overall quality of education in North Carolina. The Department of Public Instruction, recognizing the importance of certification in safeguarding the public trust and in guaranteeing North Carolina's children a solid education, is committed to effective, efficient administration of certification policies and procedures.



*Bob Etheridge*
*State Superintendent*
*Department of Public Instruction*

# PREFACE

The Certification Manual explains the many policies and procedures that guide the process of certification in North Carolina. Every effort has been made to clearly define both policies and procedures so that local school systems can effectively assist their employees with the certification process. Feedback on the manual is welcome. Your continued help and support are appreciated as we continue to seek ways to efficiently administer certification regulations.

*John L. Kinlaw*
*Assistant State Superintendent*
*Personnel Services*
*Department of Public Instruction*

# 1 INTRODUCTION

Certification is a licensing process that verifies an individual's qualifications to perform specific professional services as a public school employee. The certification process guarantees that educators in North Carolina meet established standards of professional competence. The North Carolina Constitution delegates responsibility for setting those standards to the State Board of Education, whose regulations for certification are in turn administered by the Certification Section of the Department of Public Instruction.

North Carolina statutes specify that all professional employees of public schools hold appropriate certification for the subject or grade level taught or for the professional assignment held. General Statute 115C-295(b) states that "[it] shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education." Identical language states that principals, supervisors, and all other professional staff are subject to the same certification requirement.

Other statutes define certification as the responsibility of the State Board of Education. According to General Statute 115C-296(a), "The State Board of Education shall have entire control of certifying all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes."

Please note that all definitions, classifications, and requirements set forth in this manual are based on ***current*** statutes and regulations. The certification process has evolved over a long period of time with continual changes in requirements and procedures. For that reason, many individuals now teaching were certified under earlier regulations that may differ substantially from those in effect today.

# 2 GENERAL INFORMATION

## Address

Written communications and certification requests that do not require a processing fee should be sent to the

Certification Section
Department of Public Instruction
301 N. Wilmington Street
Raleigh, North Carolina 27601-2825.

Certification requests with a processing fee attached should be sent to

Cash Management
Department of Public Instruction
301 N. Wilmington Street
Raleigh, North Carolina 27601-2825.

## Telephone Assistance

The Certification Section offers telephone assistance to school systems and individuals between the hours of 8 AM and 5 PM, Monday through Friday. Superintendents and personnel officers are encouraged to assist their employees with certification issues to ensure that proper action is taken by the Certification Section.

***A special, unpublicized line serves superintendents and personnel officers.*** This line is ***reserved for their use*** in resolving certification issues for their employees. Individual teachers are not given assistance on this line.

The ***Professional Certification Assistance Line*** is a computerized system through which individuals receive general information about certification policies and procedures via touch-tone telephone. Callers can request certification forms and packets as well as information specific to their certification, such as length of service,

expiration date of a certificate, and status of a certification request. Direct contact with a Certification staff member can also be made through this system.

## Processing Fee

Individuals who submit initial or subsequent applications for certification must pay a processing fee of $30. A certified check or money order should be made payable to the North Carolina Department of Public Instruction. Cash and personal checks are not accepted.

The ***fee is required*** for initial applications, additions to experience, class upgrades, reinstatement of expired certificates, and other actions requested by individuals for their own benefit.

The ***fee is waived*** for in-field ***teaching*** and ***mentor*** assignment requests made by a school system, name changes requested by the school system for its benefit, and requests to clear a provisional status.

## Duplicate Certificates

Any certificate holder can apply for a duplicate if his or her name changes or if the original is lost. The applicant should complete the Subsequent Application for Certification, Form 1-B. A processing fee is required.

## Certification Records

Individual certification records are kept in microfiche and computer files. Hard copy documentation is destroyed after requests are processed. It can be returned to the applicant only if a stamped, self-addressed envelope accompanies the certification request.

## Certification and Tenure

General Statute 115C-325, System of Employment for Public School Teachers, outlines the legal processes for tenure. Certification is specifically linked to that process in that a teacher must hold "a current, not expired Class A certificate or a regular, not provisional or expired, vocational certificate issued by the Department of Public Instruction" to enter the tenure process. (Provisional certification added to clear certification in a regular or vocational area does not prevent an individual from

entering the tenure process.) All other professional personnel must follow the same rule.

Certification issued as "initial" with no credit deficiencies allows probationary employment in the tenure track, and three consecutive years of employment make an employee eligible for tenure.

# 3 THE CERTIFICATE

## Information on Certificate

The front of the North Carolina certificate provides dates and facts pertinent to an individual's eligibility for employment in the North Carolina public schools and also to his or her placement on the state salary schedule (see sample certificate on page 8):

1. date the certificate is printed
2. certificate number (the holder's social security number)
3. name and mailing address as given on application for certification
4. date the certificate is valid for employment
5. expiration date of certificate
6. program code and certificate status (initial, provisional, continuing)
7. subject, grade level, or special service category for which individual is qualified
8. class and degree level
9. total years of established experience
10. renewal cycle.

Certificates are printed in duplicate, one for the superintendent of the employing school system and one for the individual.

Sample Certificate

# STATE OF NORTH CAROLINA
## DEPARTMENT OF PUBLIC INSTRUCTION
# *Certificate*

DATE ISSUED ❶

SOCIAL SECURITY NO ❷

❸

DATE EFFECTIVE ❹

DATE EXPIRES ❺

THE PERSON NAMED HEREON HAS COMPLETED A PROGRAM OF PREPARATION APPROVED BY THE STATE BOARD OF EDUCATION AND IS HEREBY GIVEN THIS CERTIFICATE TO SERVE IN THE SCHOOLS OF NORTH CAROLINA IN THE AREA(S) INDICATED. ISSUED IN ACCORDANCE WITH STATE BOARD OF EDUCATION REGULATIONS.

| PROGRAM CODE/STATUS | CERTIFICATE CODES/AREAS | CLASS CODE/DEGREE | EXPERIENCE |
|---|---|---|---|
| ❻ | ❼ | ❽ | ❾ |

15

RENEWAL CYCLE ❿

16

CERTIFICATION SECTION
DIVISION OF TEACHER EDUCATION SERVICES
DEPARTMENT OF PUBLIC INSTRUCTION
301 NORTH WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

DIRECTOR, DIVISION OF TEACHER EDUCATION SERVICES

## Program Codes

The ***first character*** of the program code indicates certificate status (initial or continuing) or limitations and deficiencies of an individual's certification.

**0** Continuing certification with no limitations. Renewal required by expiration date.

**1** Provisional certification. Requires completion of regulations specified for codes 4, 5, and 7.

**2** Provisional certification. Valid only for the fiscal year following the effective date.

**3** Provisional, conditioned certification. Temporary deficiencies must be satisfied with required credit prior to the beginning of the next school year.

**4** Temporary permit. Valid for only one year as specified by SBE regulations of July 22, 1988. NTE requirement must be met before the certificate can be continued beyond the expiration date.

**5** Initial certification (inactive). When the certificate holder is employed by a North Carolina public school, the Certification Section is automatically notified via the 408 personnel update process. Other employers must notify the Certification Section of an individual's employment so that the program code can be changed to active. (Certain nonpublic institutions are included in the automatic personnel update process.)

**6** Provisional permit valid for one year. Requires completion of requirements specified in codes 4 and 7.

**7** Provisional certification. Requires completion of renewal requirements: ten semester hours or fifteen renewal credits. At least six semester hours or nine renewal credits must be earned during the first year. Remaining credits must be completed during the second school year.

**8** Initial certification (active). Valid for initial employment in North Carolina. Converts to continuing certification when the holder successfully completes the North Carolina Initial Certification Program.

**9** Initial provisional certification. Requires completion of the requirements specified for code 7 as well as the Initial Certification Program.

**L** Initial provisional lateral entry certification. Valid for one year and renewable under provisional regulations. Converts to continuing certification upon completion of an approved education program and the North Carolina Initial Certification Program.

**V** Initial, provisional, conditioned certification. Valid for current school year and renewable under provisional regulations. Converts to continuing certification when holder successfully completes required credit, NTE Professional Knowledge test, and the North Carolina Initial Certification Program.

**E** Eligibility for certification for at least one school term. Certificate is issued upon verification of employment. Any unmet requirements for continuing certification are outlined at that time.

The ***second character*** of the program code identifies the basis for certification:

**1** Completion of an approved education program at an accredited North Carolina institution of higher education and recommendation for certification by that institution.

**2** Completion of certification requirements through a program not defined by codes 1, 3, 4, 6, 8, or 9.

**3** Reciprocal certification based on completion of an education program that follows NASDTEC guidelines.

**4** Reciprocal certification based on an interstate certification contract.

**5** Completion of special requirements for certification in vocational education or vocational explorations. Limited to employment in the specified area of certification.

**6** Reciprocal certification based on completion of an NCATE-approved education program.

**8** Reciprocal certification not based on NCATE, NASDTEC, or an interstate contract. Successful completion of the North Carolina Initial Certification Program is mandatory.

**9** Endorsement issued under certification regulations adopted by the State Board of Education on May 4, 1983.

**L** Lateral entry certification. Issued to individuals who are not graduates of an education program.

**M** Certification based on verification of competencies by an alternative certification process approved by the State Board. Adopted by the State Board of Education on January 10, 1991.

**E** Eligibility for certification established by reciprocity.

## Class Level

The class code corresponds to the educational level at which an individual completed certification requirements:

bachelor's level codes: A (regular teaching area), VA (vocational), PVA (provisional vocational), and SWA (school social worker)
master's level codes: G (regular teaching area), SG (supervisor), VG (vocational), P (principal), CG (counselor), and SWG (school social worker)
sixth-year level codes: AP (principal), ASG (supervisor), AS (superintendent), AG (regular teaching area), ACG (counselor), AWG (school social worker), and AVG (vocational)
doctoral level codes: DAP (principal), DG (regular teaching area), DAS (superintendent), DVG (vocational), DSG (supervisor), DCG (counselor), and DWG (school social worker).

Vocational certification awarded without a degree is coded PV or V.

## Certificate Status

**Initial Certificate.** Issued to individuals required to complete an Initial Certification Program. The program code on the certificate shows whether the holder is an active participant in an Initial Certification Program.

**Continuing Certificate.** Issued to graduates of North Carolina approved programs who have met ICP requirements or to out-of-state graduates of approved programs who have at least two years of public school experience. Continuing certificates must be renewed every five years.

**Provisional Certificate.** Issued with the requirement that credit deficiencies for full certification be satisfied at the rate of six semester hours per year. Credit must be completed prior to the beginning of each new school year and ***must conform to the conditions set by the Certification Section to clear the provisional status.***

## Certificate Types

**Teacher.** The teaching credential, which is earned by successful completion of an approved teacher education program, authorizes an individual to teach in a designated area of specialization. Certificate teaching areas are issued in the following categories:

- Birth through Kindergarten
- PreK-K
- K-6 Elementary
- K-6 Elementary Endorsement (second language)
- 6-9 Middle Grades (subject specific)
- 9-12 Secondary
- 9-12 Secondary Endorsement (valid for less than half-time assignments)
- K-12 Special Subjects
- Exceptional Children (by category)
- Vocational Education

Approved teacher education programs leading to certification in these areas are offered at the bachelor's, master's, sixth-year, and doctoral levels in North Carolina institutions of higher education. Some vocational areas can be established from other criteria, such as special work experience, without the bachelor's degree. For some teaching certificates the minimum requirement is completion of a master's level approved program.

**Student Service.** Individuals with this certification provide specialized assistance to the learner, teacher, administrator, and education program in general. Except in the mentor category, certification is earned by completing an approved education program. Mentor certification is earned by the completion of specified workshop credits and one year of experience as a mentor. As minimum preparation for their certification areas, school counselors must have a master's degree, school social workers a bachelor's degree, and school psychologists a sixth-year degree. Student service certificate areas are

- Counselor
- School Social Worker
- School Psychologist
- Mentor

**Administrator/Supervisor.** Certification in administrative areas is earned by completing an approved education program. The administrator/supervisor areas are

| |
|---|
| School Administrator - Superintendent |
| School Administrator - Principal |
| Curriculum-Instructional Specialist |
| Instructional Technology Specialist - Computers |
| Media Supervisor |
| Vocational Director |
| Exceptional Children Program Administrator |

## Dating of Certificates (Renewal Cycle)

The effective date of a certificate is the beginning point at which a salary can be determined from certification area and class level. Although a certificate can become effective on any date throughout the year, most effective dates fall on July 1, the beginning of the fiscal year. Some situations, such as midyear completion of certification requirements, necessitate effective dates other than July 1. ***The certificate expiration date is always June 30, the end of the fiscal year.***

Five-year renewal cycles are set from the completion date of an education program, the effective dates of an out-of-state certificate, or the completion date of renewal credits. Other factors (e.g., graduation in midyear) may occasionally create a renewal cycle that is slightly longer or shorter than five years.

Initial certificates for teachers participating in an ICP are issued for two years. The original five-year renewal cycle is reinstated upon successful completion of ICP.

| |
|---|
| ***NOTE:*** *Renewal cycles are indicated on the professional certification system in the renewal cycle field. The renewal cycle dates are printed on certificates.* |

# 4 OBTAINING CERTIFICATION

Initial certification for professional school personnel in North Carolina can be earned through five approaches: completion of a college or university approved education program, reciprocity, lateral entry, modified certification, or direct certification by the Department of Public Instruction (Certification Section).

## Approved Education Program

The standard basis for certification established by the State Board of Education is the completion of an approved education program. Such programs require SBE approval and are designed by colleges and universities to follow SBE standards, guidelines, and competencies. These programs are considered to be "competency based" and in general are not designed according to policies that mandate specific courses or number of credit hours. With the exception of certain vocational areas and Junior ROTC, approved education programs are offered for almost all areas of certification at various degree levels. Certification in areas for which approved programs do not exist depends on direct evaluation by the Certification Section according to standard criteria.

Initial certification is the joint responsibility of the institution of higher education (IHE), the local education agency (LEA), and the individual.

**IHE officials** are responsible for filing the following information as a packet with the Certification Section:

a. Form 1: initial application completed by the student

b. Form IHE-01: a recommendation for certification based on a student's completion of an approved education program

c. Form IHE-01a: student advisement documentation (optional) [Policies on student advising ensure direct student involvement with a faculty adviser. The advising procedure involves three formal evaluation conferences: one upon admission to the program, one upon application for student teaching, and one upon completion of program. Advisers inform students of the probability of

their success in the program by discussing high school rankings, SAT scores, grade point averages, and other predictive measures. In the absence of institutional policy, IHEs can document student advising on Form IHE-01a, which also provides space for posting scores from the SAT, GRE, and NTE.]

d. Form IHE-01b: evaluation of student teaching performance [Students in approved education programs must complete a ten-week or longer student teaching assignment in their intended certification area. Students are closely supervised and evaluated by the local school system and higher education personnel. An LEA must confirm successful student teaching before an individual can qualify for initial certification. IHE officials must ensure that each student teacher has Form IHE-01b completed by the appropriate LEA officials for inclusion in the initial application packet.]

e. original transcripts [Grade reports are **not** acceptable. Transcripts from the degree-granting institution must show the type of degree and the date earned.]

The superintendent (or designee) of the **local education agency** is responsible for evaluation of student teaching performance (Form IHE-01b). A decision that the student teaching experience was not successful should be carefully documented by local school officials.

The **individual** is responsible for

a. Form 1: the initial application for certification (available from the IHE certification officer, an LEA, or the Certification Section) [The applicant fills in the personal data and submits Form 1 to the IHE.]

b. payment of the processing fee.

The **Certification Section** evaluates each application and notifies the applicant of the resulting action.

A similar application and evaluation process is required for graduates of approved programs in out-of-state institutions of higher education.

The **Candidate for Professional Certification (CPC)** database system allows institutions of higher education (IHEs) to maintain a database that contains relevant information about students accepted into their approved education programs. Its purpose is threefold: to help IHEs keep track of students accepted into their approved education programs, to help automate the certification process for students who have completed approved education programs and who plan to apply for initial certification in North Carolina, and to gather information for statistical analyses on teacher supply and demand in North Carolina. With the CPC system version 1.0, users can add,

modify, or delete student records; create reports; and perform automated system utilities.

The certification officer at each IHE with an approved education program is responsible for the administration of the CPC system. Several tasks are fundamental to the CPC process: completion of CPC data forms by students admitted into an approved education program; addition of new CPC records into the database; updating of existing CPC records to reflect current information; processing students' program completion applications; verification of program completion date and printing of certification recommendation to be mailed to Cash Management, North Carolina Department of Public Instruction, along with other required documentation (college transcript showing degree and date awarded, Form IHE-01b [student teaching performance form], and certified check or money order for $30.00 made payable to the North Carolina Department of Public Instruction); and creating a copy of the CPC database to be sent to the North Carolina Department of Public Instruction.

## Reciprocity

North Carolina reciprocity policies recognize certain out-of-state education programs that are equivalent to North Carolina approved programs. Under reciprocity policies, an applicant's certification area can be established from the area of qualification on an out-of-state certificate. However, certain state-specific certification requirements, such as the NTE, **cannot** be waived via reciprocity and must be met to qualify for North Carolina certification.

North Carolina recognizes four avenues of teacher education and certification reciprocity:

1. reciprocity based on completion of an education program accredited by NCATE (National Council for Accreditation of Teacher Education)

2. reciprocity based on interstate agreements

3. reciprocity based on completion of an education program that follows the standards of the National Association of State Directors of Teacher Education and Certification (NASDTEC)

4. reciprocity based on programs that meet another state's certification requirements though not accredited by NCATE, approved through the interstate agreement, or recognized under the NASDTEC plan.

The **applicant for reciprocal certification** must file the following information as a packet:

a. Form 1: application for North Carolina certification

b. Form IHE-02: recommendation from colleges or universities outside North Carolina

c. out-of-state certificates held by the applicant

> ***NOTE:*** *When an out-of-state certificate is provided, form IHE-02 may not be required. If form IHE-02 is provided, the out-of-state certificate may not be required. Because of problems interpreting other state certificates, however, both may sometimes be required.*

d. all college transcripts [Transcripts must indicate the type of degree granted and the date awarded.]

e. Form 6: verification of teaching experience outside the North Carolina public schools

f. copies of NTE or GRE scores [Application can be made without these scores. If other requirements have been met, a temporary permit can be issued at the time of employment to allow sufficient time to take the required tests.]

g. a certified check or money order for $30 made payable to the North Carolina Department of Public Instruction.

If a preliminary evaluation of the applicant's packet indicates that he or she is eligible for certification in North Carolina, the Certification Section issues a **statement of eligibility**. This statement lists the area or areas of certification for which the applicant is qualified in North Carolina. Upon verification that the applicant is employed in a North Carolina school system, the Certification Section evaluates the individual's record in detail for possible deficiencies (e.g., NTE scores or credit to establish a renewal cycle) and issues a certificate.

A sample statement of eligibility is shown on page 19.

> ***NOTE:*** *Eligibility letters can be used in place of an actual certificate as the basis for paying substitute teachers at the certified rate. Individuals holding eligibility letters can be identified by the program code EE on the professional certification system.*

Statement of Eligibility

# NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

*301 North Wilmington Street, Education Building*
*Raleigh, NC 27601-2825*

BOB ETHERIDGE
*State Superintendent*

STATEMENT OF ELIGIBILITY FOR CERTIFICATION

DATE OF ISSUANCE : / /

SSN: - -

CERTIFICATE AREA(S) OF ELIGIBILITY

THIS FORM VERIFIES THAT THE INDIVIDUAL NAMED IS ELIGIBLE TO RECEIVE A CERTIFICATE FOR AT LEAST ONE (1) SCHOOL TERM. THE ISSUANCE OF A CERTIFICATE IS CONTINGENT UPON VERIFICATION OF EMPLOYMENT BY A NORTH CAROLINA ELEMENTARY/SECONDARY SCHOOL SYSTEM (PUBLIC, NON-PUBLIC OR STATE/FEDERAL). ALL STATE BOARD OF EDUCATION CERTIFICATION REGULATIONS WILL APPLY WHEN THE CERTIFICATE IS ISSUED. THE CERTIFICATION SECTION WILL NOTIFY THE EMPLOYER AND INDIVIDUAL OF ANY DEFICIENCIES WHICH MUST BE COMPLETED.

---

FOR EMPLOYING SCHOOL SYSTEM USE ONLY

VERIFICATION OF EMPLOYMENT

THIS VERIFICATION MUST BE COMPLETED BY THE EMPLOYING SCHOOL SYSTEM AND SENT TO THE CERTIFICATION SECTION WHEN THE INDIVIDUAL NAMED ABOVE HAS BEEN HIRED. IF THE ELIGIBLE CERTIFICATION AREA(S) ABOVE DOES NOT MEET STATE BOARD OF EDUCATION IN-FIELD REGULATIONS, THE APPROPRIATE PROVISIONAL CERTIFICATION WILL BE ADDED. THE CERTIFICATE AND IDENTIFICATION OF DEFICIENCIES WILL BE SENT TO THE EMPLOYER.

BEGINNING DATE OF EMPLOYMENT: ----------

PROFESSIONAL ASSIGNMENT: ----------
(E.G., ELEMENTARY TEACHER, LEARNING DISABILITIES TEACHER, READING TEACHER, MIDDLE GRADES-SOCIAL STUDIES, COUNSELOR ETC.)

ADMINISTRATIVE UNIT NAME:
----------
CODE NUMBER

---------- ----------
SIGNATURE OF SUPERINTENDENT OR DESIGNEE AND TITLE DATE

*an equal opportunity/affirmative action employer*

19

## Lateral Entry

The purpose of the lateral entry policy adopted by the SBE in 1985 is to allow skilled individuals outside of the public education system to enter the teaching profession. To be eligible for lateral entry, an individual must be selected for employment by a North Carolina school system and **hold a bachelor's degree from a regionally accredited institution of higher education in the subject area for which certification is sought.** Graduates of approved programs in North Carolina who are not recommended for certification by an IHE are not eligible for lateral entry certification. Individuals who have satisfied all degree requirements but have a minor deficiency or technical requirement, however, are eligible upon special request. Such a deficiency cannot exceed six semester hours and must be corrected during the first year of certification.

The following regulations apply to acquiring, maintaining, and clearing lateral entry certification:

a. The applicant and the employing school system must submit a joint application to the Certification Section that contains supporting credits (transcripts), documentation of experience, test scores, and other pertinent information.

b. Individuals certified via lateral entry must complete their professional education and/or other requirements at an IHE with an approved education program in their certification area. The IHE evaluates the credentials of lateral entry employees, who must earn a minimum of six semester hours per year to maintain certification. Successful teaching can substitute for the student teaching requirement.

c. Individuals entering public school service via the lateral entry policy must complete a two-week training course prior to service in the schools or submit evidence of equivalent training. The required training includes the effective teacher training program, classroom management and discipline procedures, and an orientation to local school policies and procedures.

d. Lateral entry employees must earn satisfactory scores on the NTE (GRE scores may be substituted) in order to maintain a valid certificate. A temporary permit for the first year of employment is issued to employees who lack appropriate test scores. To maintain eligibility for certification beyond the first fiscal year of employment, the appropriate NTE specialty area test requirement must be met during that first year. The NTE Professional Knowledge test can be delayed until the completion of professional education and/or other certification requirements.

e. When an individual completes an approved education program and any other certification requirements, the IHE must submit a recommendation for certification to the Certification Section.

f. Professional nonteaching work experience that is directly related to the area of certification can be recognized on a year-for-year basis in calculating years of experience for placement on the state salary schedule.

g. Lateral entry certification is subject to all regulations that apply to other types of initial certification in North Carolina. The lateral entry employee must participate in the Initial Certification Program (see page 32).

## Modified Certification

A modified certification process is available to local education agencies through State Board of Education guidelines adopted on January 10, 1991. The process is available only to local agencies that have received Senate Bill 2 waivers with the special stipulation for modified certification. **Evidence of this waiver** must be attached to Form LEA-04, North Carolina Modified Certification Program Recommendation for Professional School Personnel, when submitted to the Certification Section for consideration.

The modified certification procedure involves the design and development of a certification plan by a local education agency in collaboration with surrounding institutions of higher education and the Department of Public Instruction. The plan must assure that the applicant meets existing state guidelines and competencies in accordance with an approved State Board of Education process. When an individual successfully completes the plan, the Division of Teacher Education Services, Certification Section, serves as the recommending agent for certification.

Eligibility for add-on certification via the modified certification process requires that an individual hold a valid, current certificate and that he or she be assigned in the area for which add-on certification is sought. Eligibility for lateral entry certification via the modified certification process requires a bachelor's degree from a regionally accredited IHE in the area of certification sought and a request for certification from the employing LEA. Prior work experience is desirable.

Program components for both add-on and lateral entry modified certification are listed on Form LEA-04, page 147.

## Direct Certification

On a case-by-case basis the Certification Section evaluates individual records for the purpose of establishing eligibility for certification without the involvement of an IHE or other authorized recommending parties. Certain conditions apply to the direct certification process:

a. Such action is taken when extenuating circumstances prohibit fair and equitable evaluation through the normal routes for earning certification.

b. Employees earning certification through the direct process must comply with all current provisional regulations, ICP requirements, testing requirements, and experience requirements for the certification sought.

c. Initial certificates based on direct certification will only be issued to those applicants who qualify for the lateral entry classification.

d. The Certification Section will issue full certification upon receipt of documentation that the applicant has achieved the State Board of Education competencies specified for the certification area sought.

e. The Certification Section of the Department of Public Instruction is the only agency authorized to issue certification to work in the public schools of North Carolina.

The following options are available to employers who wish to use the direct certification process:

**Option 1**: Employers and IHEs may collaborate to design and deliver course work and/or experiences to address provisions against certificates held by employees.

**Option 2**: Employers may develop and deliver a training and evaluation process that assures that the applicant has attained entry level competencies in the area for which certification is sought.

Employers are required to ensure that employees participating in the direct certification process are in compliance with specified procedures for addressing provisions against the certificate sought. They must also provide documentation of any course work or experiences used to satisfy provisions and of acceptable scores on required tests. The employer or designated official of the employing agency recommends the employee to the Certification Section for full certification after an individual has successfully completed all requirements.

# 5 TESTING REQUIREMENTS

Since 1964 a minimum score on the NTE has been a State Board of Education requirement for initial certification. The old Weighted Commons and specialty area exams were the first requirements. Since that time the SBE has made significant revisions to the NTE policy. The following paragraphs highlight the major policy changes that are still applicable.

In 1983 the SBE adopted minimum scores for the NTE core battery exams. The Communication Skills and General Knowledge tests are required prior to formal admission into approved education programs (normally at the end of the sophomore or beginning of the junior year). The Professional Knowledge test replaced the old Weighted Commons as a requirement for initial certification.

GRE scores can be substituted for NTE scores **at the time of initial certification** by out-of-state applicants, initial applicants qualifying for certification at the graduate level, and individuals completing certification requirements through the irregular route. **GRE scores cannot replace NTE scores for graduates of North Carolina approved education programs.**

As of July 1, 1989, a satisfactory score on an NTE specialty area test is required for each area of certification added to an existing certificate. GRE scores cannot be used in place of the required NTE specialty area test for the addition of a certification area. Individuals with provisional certification must meet the NTE requirements in effect at the time the provisional certificate is issued.

Out-of-state applicants who are employed in a North Carolina school but lack the necessary NTE scores are issued a one-year temporary permit during which time they must meet NTE requirements.

> ***NOTE:*** *Individuals who qualify for both secondary and middle grade levels of the same subject must meet the NTE requirement for the secondary level.*

Pending action by the State Board of Education during the spring of 1993, most of the NTE score requirements will increase effective July 1, 1993. The following table lists the current and the new requirements.

| Test | Current Score | Effective 7/1/93 |
|---|---|---|
| Communication Skills (CS) | 646 | 646 |
| General Knowledge (GK) | 645 | 645 |
| Professional Knowledge (PK) | 646 | 649 |
| Art Education (13) | 520 | 530 |
| Audiology (34) | 570 | 590 |
| Biology (23) | 510 | 540 |
| Biology and General Science (03) | 550 | 570 |
| Business Education (10) | 550 | 560 |
| Chemistry (24) | 460 | 490 |
| Chemistry, Physics, and General Science (07) | 510 | 530<br>550 (effective 7/1/94) |
| Early Childhood Education (02) | 510 | 530 |
| Earth/Space Science (57) | 470 | 500 |
| Earth/Space Science - Middle Grades (57) | 470 | 500 |
| Education in the Elementary School (01) | 540 | 540 |
| Education of Students with Mental Retardation (32) | 520 | 540 |
| Educational Leadership (41) | 560 | 590 |
| English Language and Literature (04) | 510 | 520 |
| English Language and Literature - Middle Grades (04) | 440 | 460 |
| French (17) | 520 | 540 |
| German (18) | 470 | 500 |
| Health Education (55) | 550 | 580 |
| Home Economics Education (12) | 540 | 540 |

| Test | Current Score | Effective 7/1/93 |
|---|---|---|
| Introduction to the Teaching of Reading (20) | 520 | 540 |
| Library Media Specialist (31) | 570 | 590 |
| Marketing and Distributive Education (56) | 620 | 660 |
| Mathematics (06) | 510 | 520<br>540 (effective 7/1/94) |
| Mathematics - Middle Grades (06) | 490 | 510 |
| Music Education (11) | 520 | 550 |
| Physical Education (09) | 550 | 570 |
| Physics (26) | 470 | 510 |
| Reading Specialist (30) | 560 | 570 |
| School Guidance and Counseling (42) | 550 | 570 |
| School Psychologist (40) | 590 | 620 |
| Social Studies (08) | 520 | 540 |
| Social Studies - Middle Grades (08) | 480 | 500 |
| Spanish (19) | 500 | 520 |
| Special Education (Cross Categorical) (35) | 490 | 510 |
| Speech Communication (22) | 510 | 530 |
| Speech-Language Pathology (33) | 550 | 550 |
| Teaching Emotionally Disturbed Students (37) | 590 | 620 |
| Teaching English as a Second Language (36) | 520 | 520 |
| Teaching Hearing Impaired Students (27) | 590 | 620 |
| Teaching Learning Disabled Students (38) | 500 | 540 |
| Teaching Visually Handicapped Students (28) | 550 | 550 |
| Technology Education (05) | 560 | 570 |

# 6 INITIAL CERTIFICATION PROGRAM

The Initial Certification Program (ICP) mandated by the State Board of Education effective January 1, 1985, is a two-year program that extends professional education preparation and offers the assessment and support necessary for an individual's professional growth. Teachers, student service personnel, administrators, and curriculum-instructional specialists are **required** to participate in an ICP.

## Placement

Participation in the Initial Certification Program is required of personnel with **fewer than two years of appropriate experience** (normally considered to be public school experience) **in their area of initial certification.** Individuals with two or more years of appropriate experience (as determined by the Certification Section) are not required to serve in an ICP.

Employers who wish to exempt employees from the ICP because of equivalent, appropriate experience should make such a request in writing to the Certification Section. It is the **LEA's responsibility** to establish such experience.

To be equivalent to public school teaching experience, a nonpublic teaching assignment must have been in a setting equal to a public school setting in characteristics such as number of professional staff, average class size, grade range and student ages, length of school day, length of school year, and accreditation.

Out-of-state applicants are not subject to ICP requirements **if** their North Carolina certification is based on reciprocity or completion of an NCATE-approved education program **and** they have two or more years of appropriate experience. Other out-of-state applicants participate in an ICP regardless of their years of experience.

Individuals who renew expired certificates do not have to participate in an ICP if they have two or more years of appropriate experience at the time of recertification. If they do not have such experience, they are subject to ICP requirements.

## Procedure

The initial certification procedure begins when a person is assigned to work in an area for which he or she holds certification. Certificates of LEA employees will be automatically changed from inactive to active ICP status via the 408 personnel update process that usually occurs in January. LEAs should request an active ICP status only for individuals employed after the yearly automatic change has occurred. Nonpublic schools with an approved ICP plan must notify the Certification Section of an employee's enrollment in ICP. (Certain nonpublic institutions are included in the automatic personnel update process via direct computer access.)

Normally, a certificate with an active ICP status is issued for two years. If the certificate is in the last year of its renewal cycle, however, it will be issued for only one year. Because automatic certificate extensions are not issued for individuals with an active ICP code, personnel administrators must make a written request to the Certification Section for a one-year extension of the certificate. Appropriate renewal credits must accompany the request.

An ICP participant must serve at least one period a day for two years in a teaching assignment appropriate to the area of initial certification. Appropriate assignment follows in-field/out-of-field regulations that specify a match between certification area and assignment. Individuals in positions inappropriate for validating the ICP evaluation criteria can have their initial certificates extended beyond the two-year period.

The ICP requires two years of participation. It is desirable, but not mandatory, that the two years be successive. However, the two years **must be completed** within a five-year period from the date of enrollment.

**Initial certification becomes null and void after two years of unsuccessful experience and is not extended.** The individual can return to an approved education program to correct deficiencies and earn a new initial certification that allows him or her another opportunity to meet the performance requirements.

## Regulations Specific to Certificate Type

**Teachers.** Completion of ICP requirements in one teaching area satisfies the ICP requirement for all other teaching areas as well as media coordinator. Once continuing certification has been earned in one teaching area, additional teaching areas **do not** require an ICP experience.

**Student Service Personnel (Counselor, School Social Worker, and School Psychologist).** A two-year ICP experience is required for these areas. However, a

new student service area added to continuing certification in another student service area requires only a one-year ICP.

> ***Example:*** *A school counselor who holds continuing certification can satisfy ICP requirements for school social worker with a one-year ICP experience. An LEA, however, has the option to require that an individual remain in the ICP for an additional year if one year is not adequate to meet performance criteria.*

**School Administrators and Curriculum-Instructional Specialists (Principal, Director, Supervisor, Coordinator, etc.).** These areas require a two-year ICP experience. An individual who holds continuing certification as a school administrator and adds certification as a curriculum-instructional specialist is eligible to satisfy the ICP requirement **in one year.** The LEA, however, can require an additional year of ICP if one year is not adequate for the individual to meet performance criteria. The criteria required for satisfaction of ICP are determined by the employer. **The one-year ICP option is not available to curriculum-instructional specialists seeking certification as school administrators.**

**ICP requirements for school administration cannot be satisfied in an assistant principal's position.** However, an assistant principal can maintain the inactive initial school administrator certification indefinitely and continue to serve as an assistant principal.

> ***NOTE:*** *At present, there are no specific ICP performance criteria for assistant superintendent, associate superintendent, or superintendent.*

## Permanent Part-Time Employees

An individual employed on a permanent part-time basis (fifty percent or more) for six successive calendar months in one LEA or nonpublic school with an approved plan is eligible to complete ICP requirements in two years. The individual must be appropriately assigned in the area of initial certification and enrolled as a full participant in an ICP.

The LEA must decide whether an employee's level of functioning meets ICP standards. If the LEA deems it necessary, the ICP experience can be extended for up to four years for part-time employees. This option, which applies to those employed for at least half time but less than full time, affords the employees adequate opportunity to demonstrate all competencies required for continuing certification. The LEA is responsible for assuring that the individual has the opportunity to demonstrate

all competencies reflected on the appropriate performance appraisal instrument. A part-time employee cannot be denied continuing participation in an ICP after only two years of unsuccessful experience.

**An individual who works less than fifty percent of the time is not eligible to participate in the Initial Certification Program.**

## Initial Certification Program Plans

In 1985-86 each local board of education was required to develop a comprehensive program for initially certified personnel and present it to the SBE for approval. LEAs are required to update, modify, or rewrite their local plans by October 15 of each year to reflect current implementation of the program. If, over time, actual implementation is different from the originally approved plan, the Department of Public Instruction may require LEAs to totally rewrite a plan. Nonpublic schools approved to administer certificate renewal are eligible to submit an initial certification plan for approval and must follow the same procedures as public schools.

ICP guidelines require the assignment of a mentor or support team to each initially certified person to facilitate a smooth and effective transition into the profession. If the local school system chooses a mentor as the appropriate support person, the principal or designee shares the responsibility for providing support. A support team for an initially certified teacher should include a career status teacher, the principal or designee, and a generalist or a specialist in curriculum-instruction (who may be but does not have to be the central office administrator or supervisor or a faculty member from an IHE).

Local plans should include a minimum of three observations per year, the first of which must be for at least one instructional period. It should be preceded and followed by a conference. The other observations may be unannounced but must be for at least one instructional period and followed by a conference. The first observation must be prior to October 30, the second between October 30 and January 15, and the third after January 15. All observations must be conducted by personnel trained to assess the critical function areas of the appropriate performance appraisal instrument.

An individualized professional development plan that identifies goals, strategies, and progress in improving professional skills must be prepared for each initially certified person. The plan should systematically address areas of professional development.

A cumulative portfolio must be maintained on each ICP participant. It contains the professional development plan and official documentation of performance in the critical function areas of the appropriate performance appraisal instrument. No later than April 15 of the participant's second year of employment, the locally designated

official decides whether the employee will be recommended for continuing certification, a decision based on the information in the cumulative portfolio. An individual must receive a minimum of *at standard* performance on all critical function areas of the performance appraisal instrument at the final observation.

## Continuing Certification

When an employee completes two full years of an ICP, the LEA must decide whether that person qualifies for continuing certification. The decision to recommend or not recommend continuing certification must be based on documentation of the competency level demonstrated on each critical function area. An *at standard* rating on each is required to qualify for continuing status. **There is no option to extend participation in an ICP beyond two years.**

The locally designated official identified on Form A (Information Data Form) of each LEA's or institution's ICP plan is responsible for recommending continuing certification on Form C-14 (North Carolina Initial Certification Program Recommendation). If an employee is **not** being recommended for continuing certification, the LEA must identify those critical function areas not demonstrated at the *at standard* performance level.

Completed C-14s should be submitted to the Certification Section after April 15. Recommendations to **deny** continuing certification must be submitted by **May 1.** Recommendations for **continuing certification** must be submitted by **June 15.** The Certification Section reviews the recommendation to confirm an *at standard* performance rating and a match between ICP assignment and certification area(s).

> ***NOTE:*** *The professional certification system identifies on the computer screen individuals who are denied continuing certification. The status field shows* **REVOKED,** *and the termination code field shows* **IC** *(initial certification).*

## Clearing ICP with Provisional Certification Areas

If an LEA recommends continuing certification for an employee holding a provisional area along with the initial area, special conditions apply. If the two years of ICP experience were in the provisional area, provisional requirements must be met before continuing certification can be granted.

In the following example, the 00025 area is the initial certification area, and area 88086 is provisional. Assuming that ICP was completed by teaching two years in area

88086, the conversion to continuing certification for both areas is contingent upon the completion of all provisional requirements for area 88086. When the C-14 is submitted, the Certification Section will update the employee's file with the notation that continuing certification will be awarded upon clearance of the provisional area.

| Program Code | Certification Area |
|---|---|
| 81 | 00025 |
| 22 | 88086 |

If a person's certificate has a program code that begins with 9 (indicating that both ICP and renewal credits are required), a copy of the certificate showing earned renewal credits must be attached to the C-14.

## Clearing ICP with Lateral Entry Areas

Lateral entry employees retain initial status throughout the entire period during which they complete course work and test requirements. This period must be at least two years and can be no longer than five. If the first two years of ICP are successful, formal participation in an ICP is not required while the individual completes lateral entry requirements. If the first two years are not successful, however, the individual must continue formal participation in an ICP until he or she is successful or time runs out for completion of lateral entry requirements.

It is not recommended that individuals certified by lateral entry policy be reemployed if the first two years of the ICP are not successful. This decision belongs to the school system, however, and is not a requirement for eligibility for certification.

When an individual successfully fulfills ICP requirements, the employing school system must submit a Form C-14 to the Certification Section. The individual's file is then updated with a notation that continuing certification is pending clearance of lateral entry requirements. The program code LL will not change until the employee completes all requirements outlined in the lateral entry certification evaluation (completion of an approved education program, recommendation from an IHE, and submission of appropriate NTE scores).

## Appealing the Denial of Continuing Certification

Notwithstanding the provision of G.S. 115C-45(c), certification is a state decision and cannot be appealed at the local level. Initially certified employees not recommended by the locally designated official for continuing certification have the following options:

1. Have the recommendation reviewed by filing a contested case petition in accordance with Article 3 of Chapter 150B of the General Statutes of North Carolina.

2. Contact an approved education program and complete a program of study as prescribed by the college or university to correct deficiencies. The IHE must recommend the person for a new initial certificate after the successful completion of additional training. The individual must then satisfy performance requirements.

3. Exit the profession.

**Local boards of education** are responsible for explaining appeal rights to those individuals not recommended for continuing certification. This procedure is initiated through the

Office of Administrative Hearings
424 North Blount Street
P.O. Box 27447
Raleigh, North Carolina 27611

Telephone: 919-733-2691.

# 7 CERTIFICATE RENEWAL

## Regulations

All certified personnel are required to renew their certificates **every five years** for the purpose of advancing professional knowledge and technical competency. Certificate renewal requires ten semester hours or fifteen renewal credits in course work related to areas of certification and/or professional responsibilities. **Renewal credit cannot be accepted in increments of less than one unit; combinations of smaller units to equal one unit will not be accepted.**

Individuals can earn renewal credit through the following activities:

1. **course work from colleges, universities, and technical or community colleges** [One quarter hour is the equivalent of one renewal credit. One semester hour is the equivalent of one and one-half renewal credits. Transcripts must be submitted as documentation. **Grade reports are not acceptable documentation.**]

2. **teaching experience** [One renewal credit is awarded for each year of full-time teaching completed during the five-year cycle. Neither part-time teaching nor nonteaching experience qualifies for renewal credit.]

3. **local in-service courses or workshops** [Credit can be earned through any North Carolina school administrative unit or approved board on a space-available basis with approval of the local superintendent or governing board. Credits are certified by official documentation from the administrative unit or governing board. A course or workshop must carry a minimum of one renewal credit (ten hours of training over a minimum of two days). No more than six hours of training per day is acceptable for credit. Courses should be designed to develop specific skills and be taught by qualified instructors directly supervised by the sponsoring school system. They should have limited enrollment to ensure accountability, and participants must complete the course or workshop to receive renewal credit. School systems are responsible for ensuring that local courses and workshops meet the appropriate standards.]

4. **independent study** [A maximum of five credits from independent study can be used towards renewal during a five-year period. Independent study requires that

the employee and the superintendent or designee plan in advance the skills to be learned and a method of evaluation. Determination of credit is based on the complexity of study. Credit must be certified by the superintendent or his designee.]

5. **Department of Public Instruction activities** [Credit is established by the Staff Development Section, Department of Public Instruction, for activities conducted by the department and other education agencies.]

## Procedures

**Employees of Public Schools.** In May or June of each year, expiring certificates (continuing as well as certain provisional certificates) are automatically renewed for five years or one year, respectively. LEAs accept or reject each extension depending on whether there is proper verification that requirements have been met. If requirements have been satisfied, the superintendent or designee signs the extension, gives the individual a copy, and files the school system's copy. No other action is necessary.

If requirements have not been satisfied, the superintendent or designee rejects the certificate and returns it to the Certification Section. The computer record of the extension is then canceled and the original expiration date reinstated. If renewal or extension requirements are subsequently satisfied, an application for renewal (Form 1-B), verification of credits earned, and a processing fee must be filed with the Certification Section to reactivate the certificate.

Local employers retain renewal credit records for their personnel for purposes of accepting or rejecting automatic certificate extensions. Such credit is **not** recorded in Certification Section records.

**Employees of Nonpublic Schools Approved to Administer Renewal Regulations.** These nonpublic schools must submit renewal credits along with a Form 6 (Professional School Experience Verification Form) for all their employees whose certificates are expiring. Credits should be listed on the superintendent's copy of the certificate. This documentation should be submitted **during May or June of the year of expiration.** The processing fee is waived when proper documentation for all renewals is submitted as a package from the school. Renewals submitted prior to the year of expiration or renewals for individuals not employed during the year of expiration require the processing fee.

**Unemployed Certificate Holders.** To maintain a valid certificate, unemployed certificate holders must meet renewal requirements by June 30 of the expiration year shown on the certificate. Renewal applications and documented credits should be filed as a complete package during early spring of the year the certificate expires. The

**Certification Section does not accept credit submitted on a piecemeal basis.** The Certification Section determines the appropriateness of credit to the certificate field, the suitability of the content level, and the proper establishment of credits.

Along with documentation of renewal credits, the applicant should send a processing fee (cashier's check or money order for $30) and applications for professional experience credit (Form 6) for previously unreported experience.

## Reinstatement of Expired Certificates

All expired certificates are invalid until reinstated. To be eligible for reinstatement, an applicant must earn a minimum of fifteen renewal credits or ten semester hours during the five-year period preceding the date of application.

If a person holding an expired certificate submits appropriate renewal credit and has taught two or more years in a public school, the certificate will be reinstated as continuing. If the person has taught fewer than two years in a public school, certification will be reinstated as initial, thus requiring the completion of ICP upon employment.

## Validated Certificates

Individuals with expired, nonprovisional North Carolina certificates are eligible for a one-year certificate **based on LEA need.** The employer must submit the request for a validated certificate along with a processing fee.

Validated certificates are issued for the first year of employment. At least six semester hours or nine renewal credits (or the total number if fewer are required) must be completed before the beginning of the next school term if the certificate is to be extended a second year. Remaining credits must be earned by the end of the second year or the certificate remains expired until all renewal credits have been completed.

Only the employing school system can request a validated certificate for a person with an expired certificate and deficient renewal credits.

> ***NOTE:*** *A validated certificate is not an option for currently employed individuals who have not met renewal requirements.*

# 8 SUBJECT AREA CERTIFICATION

## Birth through Kindergarten

Effective August 6, 1992, the State Board of Education approved the creation of an undergraduate certification program for teachers of children from birth through kindergarten. This certificate area will replace the current preK-K and preschool handicapped areas.

Individuals with clear certification in both preK-K and preschool handicapped will automatically receive certification in birth through kindergarten. Although the preK-K and preschool handicapped certifications will not be issued beyond the 1992-93 school year, those who hold either one continue to be eligible for assignment in those areas. Certification in those areas issued prior to July 1, 1993, can continue without the necessity to convert to birth through kindergarten certification.

Birth through kindergarten certification can be issued through the standard application process when an individual completes approved program requirements. At the request of an employer, teachers who are assigned to the birth through kindergarten area and hold certification in elementary education, early childhood, exceptional children (other than academically gifted), home economics, preschool handicapped, or preK-K can be issued provisional certification. At the time the certificate is issued, the Certification Section makes a competency evaluation and specifies the procedure to establish required competencies. Other certified teachers assigned to birth through kindergarten are eligible for provisional certification upon employer request and must complete requirements through an approved education program.

**Prekindergarten Certificate Areas**

| | |
|---|---|
| 014 | Birth through Kindergarten |
| 015 | PreK-K* |
| 88004 | Preschool Handicapped* |

*Initial certificates cannot be issued in these areas.

## Elementary Education (K-6)

Effective July 1, 1989, the SBE authorized elementary K-6 certification. Certificate areas in the elementary grades issued prior to July 1, 1989, continue to be valid for employment within their inclusive grade ranges with no requirement that they be converted to the K-6 area.

Conversion from early childhood (023) to K-6 (025) requires one year of successful teaching in grade 5 or 6 and a recommendation from the employing LEA. Conversion from intermediate (024) to K-6 requires one year of successful teaching in K, 1, 2, or 3 and a recommendation from the employing LEA. Other certificate holders wishing to convert to K-6 certification must complete an approved program in a college or university.

The **elementary second language endorsement** must attach to an existing elementary certificate and is valid for full-time assignment in grades K-6. Eighteen semester hours or the equivalent credit in a language is required for the elementary second language endorsement.

**Elementary Certificate Areas**

| | |
|---|---|
| 020 | Elementary - Graduate (grades 1-8)* |
| 021 | Primary (grades 1-4)* |
| 022 | Grammar (grades 4-8)* |
| 023 | Early Childhood (grades K-4)* |
| 024 | Intermediate (grades 4-6)* |
| 025 | Elementary (grades K-6) |
| 16-000 | Elementary Second Language Endorsement (grades K-6) |

*Initial certificates cannot be established in these areas. Currently held certificates are valid for employment.

## Middle Grades (6-9)

### Academic Areas

Middle grades certification is issued in subject concentrations and is valid for teaching in grades 6 through 9. The emphasis in middle grades certification is on completion of at least two of the four **major** subject concentrations (language arts, mathematics, science, and social studies) during an individual's college or university program.

Assignments in the sixth grade can be filled by individuals with a grade level certificate that includes grade 6 (020, 022, 024, 025, or 78-000). Departmental or block assignments in grades 7, 8, and 9 can be filled by a teacher who holds certification in one of the major subject areas in the block (language arts, mathematics, science, or social studies). Block combinations that do not include a major subject area must be staffed by a teacher who holds certification in each subject concentration in the block.

The middle grades certificate is also valid for teaching self-contained sixth, seventh, eighth, or ninth grade classes. The old grammar class A (022) and elementary class G (020) areas are valid for teaching a self-contained sixth, seventh, or eighth grade class but **not** valid for teaching a ninth grade class, however it is organized.

For out-of-field assignments, LEAs can request the addition of middle grades subject concentrations to teachers' certificates. Certification in a middle grades concentration normally requires eighteen semester hours of course work in the specific subject area and the NTE specialty test. Both college and staff development credits can be accepted. Teachers who have fewer than eighteen semester hours or need the NTE specialty area test can be issued provisional certification. Deficiencies must be made up at the rate of six semester hours or the equivalent each year. Teachers earning their first middle grades area must complete one year of successful experience teaching in grades 6 through 9.

> ***NOTE:*** *Teachers in grades 7, 8, or 9 health assignments can meet in-field requirements with certification in any of the following areas: 090, 097, 098, or 78097.*

**Major Middle Grades Certificate Areas**

| | |
|---|---|
| 78180 | Language Arts |
| 78200 | Math |
| 78300 | Science |
| 78400 | Social Studies |

Note: Middle grades science and social studies are issued in the comprehensive areas (78300 and 78400) but not in specific subjects such as biology, chemistry, history, or geography.

## Vocational Areas

The middle grades vocational education program consists of five courses. Course titles and the appropriate middle grades certification are as follows:

| Course | Certification Area |
|---|---|
| Exploring Biotechnology | middle grades agriculture *or* middle grades health occupations |
| Exploring Business and Marketing | middle grades business *or* marketing |
| Exploring Life Skills | middle grades home economics |
| Exploring Technology Systems | middle grades technology |
| Exploring Career Decisions | any middle grades vocational certification |
| All of the above courses | career exploration (00777) |

LEAs can request middle grades vocational certification for teachers with assignments in the middle grades vocational education program. Teachers certified by completion of an approved program in the secondary areas of agriculture, business, health occupations, home economics, marketing, and technology can add the middle grades area that corresponds to their secondary certification area. One year of successful teaching in grades six through nine, documented by the employing school system, is required for clear certification in the middle grades vocational area. Other certified teachers assigned to the middle grades vocational program must acquire the appropriate vocational subject concentration following the policies for adding middle grades academic areas.

**Middle Grades Vocational Areas**

| | |
|---|---|
| 78700 | Agriculture |
| 78710 | Home Economics |
| 78720 | Health Occupations |
| 78730 | Marketing |
| 78760 | Business |
| 78820 | Technology |

## Secondary Areas (9-12)

Secondary certificates are issued by subject area and are valid for teaching in grades 9 through 12. Qualifying for secondary certification requires completion of an approved education program in a college or university. Secondary assignments of more than half time require secondary certification. Less than half-time assignments can be filled by teachers holding either secondary certification or subject endorsement.

LEAs assigning teachers to out-of-field secondary positions are required to apply for the appropriate certification. Teachers must clear provisional secondary certification by associating with an approved IHE education program and fulfilling its requirements along with the state's NTE specialty area requirement for adding subject areas to a certificate. A minimum of six semester hours or the equivalent must be earned each year until all deficiencies have been satisfied. All requirements must be met within five years of the initial provisional certification.

**Endorsements.** Endorsements are appropriate for teachers serving less than half time in an area. An assignment is considered half time if teaching time averages fewer than three hours a day. In a six-period day, for example, the holder of an endorsement can teach no more than three periods. Endorsements must attach to full certification in another area and are added at the class A level. Computer education, however, can be added at the G level if the certificate holder has earned the instructional technology specialist - computers area. **Note:** Teachers who have the computer or principles of technology endorsement and physical science teachers with the appropriate endorsement in either physics or chemistry are not limited to less than half-time teaching.

Endorsements normally require a minimum of eighteen semester hours in a specific subject area. Teachers clear provisional endorsements by meeting the credit requirement identified by the Certification Section. Credit may be earned in college course work and staff development credits. No NTE specialty area test is required. However, the appropriate NTE specialty test can be substituted for a maximum of nine of the required eighteen semester hours needed for an endorsement.

> ***NOTE:*** *Endorsements are not issued in the comprehensive areas of social studies and science but in particular subject areas (e.g., history, geography, biology, and chemistry.)*

**Principles of Technology.** The principles of technology (PT) endorsement (18825) is required for all teachers in that assignment as of July 1, 1992. This endorsement must be issued in conjunction with certification in one of these areas: science (300), physics (320), technology education (820), trade preparatory programs (740) (at class VA or higher **only**), and agriculture (700). The following course work is required to qualify for the endorsement:

one laboratory-based college physics course
one laboratory-based college electricity/electronics course
one advanced college physics or electricity/electronics course
DPI-sponsored workshop for beginning PT teachers or DPI-approved PT course.

Teachers assigned to principles of technology prior to the 1992-93 school year who have successfully performed in this capacity and completed the DPI-sponsored workshop for beginning PT teachers can qualify for the endorsement based on an employer's request.

Requests for the principles of technology endorsement should be submitted by the personnel administrator of a school system by letter or on Form C-11 (Application for Adding In-Field Certification).

| Secondary Certificate Areas | |
|---|---|
| 100 | English |
| 200 | Mathematics |
| 300 | Science |
| 302 | Earth Science |
| 303 | Physical Science |
| 310 | Biology |
| 320 | Physics |
| 330 | Chemistry |
| 400 | Social Studies |
| 405 | Political Science |
| 410 | Geography |
| 420 | History |
| 431 | Economics |
| 432 | Sociology |
| 433 | Anthropology |
| 510 | French |
| 520 | Spanish |
| 530 | German |
| 580 | Russian |
| 590 | Latin |
| 600 | Business Education |
| 905 | Bible |
| 18000 | Endorsement (last three digits indicate subject) |
| 18079 | Computer Education endorsement (no full certification issued in computer education) |
| 18434 | Psychology endorsement (no full certification issued in psychology) |
| 18825 | Principles of Technology endorsement (no full certification issued in principles of technology) |

## Special Subject Areas (K-12)

Certification in the special subject areas is valid for grades K through 12 and encompasses academic subjects (e.g., art and music), work assignments (e.g., media specialist), and special student populations (e.g., exceptional children). Qualifying for these areas normally requires completion of an approved education program. The following certification areas have some special characteristics:

**Media Coordinator (076).** Individuals must complete approved program requirements at the **master's level** to qualify for K-12 media coordinator certification. However, individuals who completed approved media programs prior to July 1, 1984, are eligible for bachelor's level certification with no requirement to upgrade to the master's level. Those who completed media programs after July 1, 1984, at the bachelor's level can be issued provisional certificates upon employment and are then required to upgrade to the master's level. The bachelor's level associate media coordinator certification (075) is still valid for employment with no requirement to upgrade to the master's level.

LEAs making out-of-field media assignments are required to apply for the appropriate provisional certification for the employee involved. Individuals with bachelor's level teaching certificates can be **provisionally** certified at the class A level; however, **media certification must be completed at the master's level.** Graduates of a bachelor's level media program can be employed and provisionally certified under lateral entry policies while they complete the master's degree.

**Computer Education (18079).** Endorsements are based on eighteen semester hours of appropriate credit in computer education (no full certification is issued in computer education). This certification is limited to teaching assignments and can only be added to existing teaching areas. Unlike most other endorsements, it is not limited to less than half-time teaching assignments, and it can be issued at the G level if the certificate holder has earned the instructional technology specialist - computers area.

**Safety and Driver Education (096).** This certification requires completion of an approved program. Individuals seeking the 096 certification via reciprocity qualify only if they have completed an NCATE-approved driver education program. A valid North Carolina driver's license is also required, and employing superintendents must annually verify the driving records of instructors.

If required by assignment, provisional certificates can be issued in area 096 based on a recommendation from an approved program in safety and driver education. Certain prerequisites determined by the college or university must be met to qualify for provisional certification.

> ***NOTE:*** *Effective with the 1991-92 school year, the North Carolina legislature enacted legislation that prohibited the teaching of driver education in the required five and one-half hour instructional day in the public schools. Legislation further specified that driver education can be taught on a contractual basis by noncertified instructors who have completed a licensed instructor course approved by the Department of Motor Vehicles.*

**K-12 Second Languages.** If assigned to an elementary language teaching position, teachers can convert a secondary language certification to K-12 certification by completing a competency evaluation through the Certification Section. This conversion process will be available through December 31, 1993. After that time, conversion must be made through a college or university approved program.

**JROTC (999).** All Junior ROTC instructors must be certified. (Certification policy does not recognize the instructional teaching assistant concept in regard to JROTC. Therefore, all JROTC personnel, regardless of whether their former military rank was commissioned or noncommissioned, must be certified.) SBE policies regarding JROTC are unique to that area; however, the evaluation process is very similar to that required for certain vocational certification. Evaluations are made by the Certification Section, and JROTC instructors can be certified with or without a university degree.

Nine semester hours--or the equivalent in professional training appropriate to teaching--are required for full certification:

foundations of education **or** educational psychology **or** adolescent psychology
teaching methods and materials
reading relative to the content area.

The ROTC training course that certain branches of the military use to establish eligibility as a JROTC instructor can meet the first course requirement (foundations of education, etc.) if the employing school superintendent recommends the substitution.

Experience increments are awarded for teaching in military academies, ROTC assignments in colleges and universities, and other military classroom teaching assignments. Military field training assignments, flight instruction, and other one-on-one specialized training assignments are not considered classroom teaching and do not qualify for experience credit.

The Professional Knowledge portion of the NTE Core Battery is required for those who hold a degree and apply for certification at class VA or higher. Junior ROTC personnel are subject to all policies applicable to other professionals, such as the Initial Certification Program and tenure. (Tenure for ROTC personnel with full certification began after July 1, 1986, when certification became a requirement. Prior to that date, JROTC certification was optional.)

To apply for Junior ROTC certification, an **individual** must file:

a. an initial application for certification (Form 1)
b. verification of employment in a North Carolina school system
c. a letter of military approval to serve as a Junior ROTC instructor
d. a copy of DD-214 (military separation papers)
e. verification of all classroom teaching experience, military and otherwise

f. transcripts of credit or degree *or* documentation of special preparation to teach JROTC
g. a processing fee
h. NTE or GRE scores for degree holders [Degree holders may request that certification be issued on a nondegree basis, which does not require NTE or GRE scores. **The salary schedule is the same for the nondegree and the bachelor's levels.**].

**Exceptional Children.** In-field/out-of-field policy requires appropriate certification for each area of exceptionality to which the teacher is assigned. The policy includes the thirty percent rule, which specifies that if thirty percent or more of a class qualifies as an exceptional area, the teacher must be certified in that area. For example, a teacher certified in learning disabilities must also have certification in severely/profoundly handicapped if thirty percent or more of the students in his or her class are identified as such. Teachers with heterogeneous classes that include one or more children with special needs **are not required** to hold certification in exceptional children.

Exceptional children certification is generally earned through the approved program approach. However, when a teacher is required to add a **first exceptional children area** to an existing certificate, the following rules apply:

1. *Mentally handicapped (MH) and specific learning disabilities (SLD)* require completion of an approved teacher education program when either is added as the first area of exceptionality.

2. *Behaviorally/emotionally handicapped, visually impaired, and hearing impaired* can be added with eighteen semester hours: six in general exceptional children credit and twelve in the specific area.

3. *Academically gifted* requires twelve semester hours of specific credit in that area. Teachers of classes in which **all** students are identified as academically gifted must hold that certification in addition to appropriate subject or grade level certification. (NOTE: The thirty percent rule does not apply to the area of academically gifted.)

4. *Severely/Profoundly Handicapped* certification is based on the following criteria:

   a. If an individual holds no exceptional children area (or academically gifted as the only exceptional children area), six semester hours of general exceptional children credit and eighteen semester hours of specific credit in severely/profoundly handicapped are required.

b. If an individual is already certified in an exceptional children area other than mentally handicapped, eighteen semester hours of credit in severely/profoundly handicapped are required.

c. If an individual is already certified in 88081 (MH), nine semester hours of credit in severely/profoundly handicapped are required.

5. *Cross categorical* certification is valid for assignments in mentally handicapped, learning disabilities, and behaviorally/emotionally handicapped. It requires six semester hours of general credit in exceptional children and six semester hours in mentally handicapped, six in behaviorally/emotionally handicapped, and six in learning disabilities (a total of twenty-four semester hours). Individuals already holding an exceptional children area other than academically gifted are exempt from the general courses.

6. *Speech-Language Impaired* specialists **must hold graduate certification** in that area. Individuals who have completed speech-language impaired programs at the bachelor's level are eligible for provisional certification contingent upon employment. They must then upgrade to the master's degree level within the five-year time period accorded other provisional certifications.

Adding mentally handicapped, learning disabilities, behaviorally/emotionally handicapped, visually impaired, or hearing impaired as a **second or subsequent exceptional area** can be accomplished by earning nine semester hours of credit specifically in the area added.

The appropriate NTE specialty area test is required to add an exceptional children area to existing certification.

**Special Subject Certificate Areas (K-12)**

| | |
|---|---|
| 074 | Instructional Technology Specialist - Telecommunications |
| 075 | Associate Media Coordinator |
| 076 | Media Coordinator |
| 090 | Physical Education |
| 096 | Safety and Driver Education |
| 097 | Health Education |
| 098 | Health Specialist |
| 108 | Theater Arts |
| 109 | Speech |
| 110 | English as a Second Language |
| 190 | Reading |
| 511 | French |
| 521 | Spanish |
| 531 | German |
| 581 | Russian |
| 800 | Music |
| 805 | Dance |
| 810 | Art |
| 999 | Junior ROTC |
| 88001 | Cross Categorical (Mild-Moderate Handicapped) |
| 88002 | Severely/Profoundly Handicapped (SP) |
| 88003 | Audiology |
| 88004 | Preschool Handicapped |
| 88081 | Mentally Handicapped (MH) |
| 88082 | Speech-Language Impaired (SI) |
| 88083 | Visually Impaired (VI) |
| 88085 | Behaviorally/Emotionally Handicapped (EH) |
| 88086 | Specific Learning Disabilities (LD) |
| 88087 | Academically Gifted |
| 88088 | Hearing Impaired (HI) |

# 9 VOCATIONAL EDUCATION

The approved program approach is the preferred route for earning vocational education certification. Because of the limited number of college programs and the unique requirements in some vocational areas, however, provisional regulations that specify courses and semester hours for establishing certification have been in place for many years. Evaluations for certain vocational areas are made by the Certification Section at the request of the employing school system when an individual is assigned out of field.

## General Requirements

Certain basic requirements apply to all first vocational areas issued from a Certification Section evaluation:

1. **Work Experience.** From one to four calendar years of creditable work experience or the equivalent in a technical field appropriate to the vocational certification area is required to qualify for provisional certification. Creditable experience must have been earned after an individual completed formal training, i.e., technical or college degrees or other diploma programs necessary to perform required duties and responsibilities. Only creditable work experience earned after age eighteen can be considered for either the work experience requirement or experience increments. Approved directed work experience courses with a minimum of 250 hours can be substituted for the on-the-job experience requirement. In calculating nonteaching work experience, eligible experience is expressed in the total number of months and then divided by twelve. If the quotient has a remainder of six months or more, it is rounded to the next full year.

   Work experience beyond that required for certification can be used as experience increments for salary purposes. (In some situations, an applicant having both work experience and a college degree may be entitled to the total work experience for salary purposes.)

2. **Course Work in Pedagogy.** The individual must complete three semester hours selected from

a. nature of the learner and the psychology of learning
b. historical, philosophical, and sociological foundations of education
c. school curriculum, counseling activities, techniques and practices appropriate for teaching in an occupational program.

3. **Course in Reading.** Individuals must complete three semester hours in reading relative to the content area.

4. **NTE.** The Professional Knowledge (PK) section of the NTE core battery and a specialty area test (if one exists) are required for certification at class VA and above. Taking the PK can be delayed until completion of the courses required to clear the provisional certificate.

5. **Recommendation** by the superintendent, local vocational director, or personnel director based on demonstrated successful teaching experience.

## Specific Requirements

The following criteria for provisional and clear certification are **in addition to** the general requirements for vocational certification. They are presented in numerical order by code number. Adding a class VA or above vocational area to an existing certificate requires an NTE specialty test in some cases (see page 119).

### 700 - Agriculture

Class A is the minimum level at which this certification can be issued.

**Qualifying for class A provisional certification requires:**

1. a bachelor's degree in technical agriculture from a regionally accredited college or university
2. four years of work experience (or the equivalent) in an agricultural occupation.

**Clearing the provisional status requires:**

*12 semester hours (or the equivalent) in*

methods of instruction in agricultural education
occupational experiences in agriculture
curriculum development in agriculture
special problems in agriculture

## 710 - Home Economics

Completion of an approved education program is required. The Certification Section does not make evaluations in this area.

## 711 - Vocational Director

Class SG is the minimum level at which this certification is issued.

**Qualifying for class SG provisional certification requires:**

1. clear class VA or A certification in a vocational education program area
2. a master's degree from an approved education program
3. a minimum of five years teaching, supervisory, or administrative experience within the preceding eight years (two years minimum in occupational education programs)
4. an internship sponsored by the Division of Vocational and Technical Education.

**Clearing the provisional status requires:**

*15 semester hours (or the equivalent) selected from the following areas:*

1. technical (6 semester hours)

   analysis of labor demand
   analysis of job requirements
   population statistics and trends
   conducting community occupational surveys

2. professional (9 semester hours)

   educational planning and administration
   supervision and leadership
   curriculum development in vocational education
   philosophy and administration of vocational education
   organization and use of advisory committees
   evaluation techniques
   organization and leadership in youth activities

## 720 - Health Occupations

Class V is the minimum level at which this certification is issued.

**Qualifying for class V provisional certification requires:**

1. graduation from a nationally accredited institution in nursing
2. an active North Carolina license as a registered nurse
3. a minimum of three years work experience as a supervisor and/or teacher in a health care or maintenance occupation, one year of which was within the past two years.

**Clearing the provisional status requires:**

12 semester hours (or the equivalent) to be taken from an approved health occupations education, health education, or vocational teacher education program:

*6 semester hours selected from*

methods of teaching competency-based instruction
philosophy of education or principles of education
theories in competency-based program planning, development, and evaluation
development and applications of competency-based instructional materials

*6 semester hours selected from*

audio-visual applications
computer-assisted instruction
principles of exceptional children
management of vocational student organizations
health careers/health industry survey

***NOTE:** The requirements to qualify for class VA provisional certification are the same as for class V except that the applicant must have a bachelor's degree in nursing from a nationally accredited institution.*

## 730 - Marketing Education

Class VA is the minimum level at which this certification is issued.

**Qualifying for class VA provisional certification requires:**

1. a bachelor's degree from a regionally accredited college or university
2. a minimum of two years work experience in a marketing occupation within the past five years [If work experience was not within the past five years, a work experience/internship from an approved teacher education program must be completed.]
3. 12 semester hours earned in technical marketing/merchandising, such as sales, marketing, advertising, promotion, merchandise analysis, and marketing management.

**Clearing the provisional status requires:**

*12 semester hours* (or the equivalent) in

administration and supervision of marketing education
coordination techniques of marketing education
(or coordination techniques of vocational education)
curriculum and instruction in marketing education
organization and management of DECA learning activities

## 740 - Trade Preparatory Programs

Class V is the minimum level at which this certification is issued.

**Qualifying for class V provisional certification requires:**

1. high school diploma
2. four years or the equivalent of work experience in an industrial trade occupation, two of which should be within the last five years.

**Clearing the provisional status requires:**

*15 semester hours* (or the equivalent) in

introduction to trade and industrial education
occupational analysis or shop safety
methods of teaching industrial subjects

organization and management of youth club activities
development of instructional materials and devices

> ***NOTE:*** *Class VA provisional requirements are the same as for Class V except that the individual must have a bachelor's degree from a regionally accredited college or university and must earn the minimum acceptable score on the Professional Knowledge (PK) section of the NTE core battery.*

## 745 - Industrial Cooperative Training

Class VA is the minimum level at which this certification is issued.

**Qualifying for class VA provisional certification requires:**

1. a bachelor's degree from a regionally accredited college or university
2. a minimum of two years work experience in industrial occupations within the last five years [If experience is not within the last five years, a work experience/internship from an approved education program must be completed.]

**Clearing the provisional status requires:**

*12 semester hours* (or the equivalent) in

introduction to trade and industrial education
(must be taken prior to teaching or during the first semester)
principles and practices of industrial cooperative training
organization and management of youth club activities
organization of related study materials
(coordination techniques of cooperative occupational education)

## 747 - Industry-Education Coordinator

Class VA and VG are the minimum levels at which this certification is issued, depending on an individual's educational background.

**Qualifying for class VA or VG provisional certification requires:**

1. a bachelor's degree in a vocational education program area or a master's degree in school counseling from a regionally accredited college or university

2. a. one year of documented work experience related to business, industry, or labor within the last five years

**or**

b. one year of work as a coordinator of the cooperative method in a vocational education program area.

For individuals who have neither type of experience, the work requirement can be satisfied by one year of successful experience as an industry education coordinator (to be documented by the employing LEA). This year is served while an individual earns the credit required to clear the provisional standing of his or her certificate.

**Clearing the provisional status requires:**

*12 semester hours*

a. *6 semester hours* (or the equivalent) in

career/occupational information
introduction to guidance theory

*These six semester hours are **not required** if the individual holds school counselor certification.*

b. *6 semester hours* (or the equivalent) in

administration and supervision of vocational education
coordination techniques

*These six semester hours are **not required** if the individual holds certification in a vocational area.*

## 760 - Vocational Business Education
## 761 - Vocational Business Education - Data Processing

Class VA is the minimum level at which these certifications are issued.

**Qualifying for class VA provisional certification in either area requires:**

1. a. a bachelor's degree in a business field (e.g., administrative services, business administration, accounting, or management information systems) from a regionally accredited college or university

**or**

b. business education certification (600 or 601) *or* eligibility to hold that certification

2. a minimum of one year of work experience in business and office occupations within the past five years. [If there is no work experience within the last five years, a work experience/internship of 250 hours from an approved education program must be completed.]

**Clearing the provisional status in 760 requires:**

*12 semester hours* (or the equivalent) selected from

introduction to computer concepts and applications
business information systems (e.g., computer systems, system designs, emerging computer trends, designing software, work flow in the computer system)
coordination techniques of business education
administration and supervision of business education
methods of teaching business subjects
(not required for holders of 600 or 601)

**Clearing the provisional status in 761 requires:**

*15 semester hours* (or the equivalent) selected from

administration and supervision of business education
coordination techniques of business education
introduction to computer concepts and applications
basic programming
programming in COBOL or equivalent computer language
methods of teaching business subjects
(not required for holders of 600 or 601)

## 770 - Handicapped/Disadvantaged (Special Populations)

Class V is the minimum level at which this certification is issued.

**Qualifying for class V provisional certification requires:**

certification in an occupational education area related to job responsibilities

**Qualifying for class VA provisional requires:**

a bachelor's degree in an exceptional children area, a vocational education area, or a vocational evaluation curriculum from an approved college or university program

**Clearing the provisional status requires:**

*12 semester hours*

*a. 3 semester hours of vocational assessment*
e.g., fundamentals of vocational assessment
vocational assessment in school settings
vocational assessment practices for special needs students

b. *6 semester hours of guidance, counseling, and career development*
e.g., cross cultural counseling
principles of career counseling and development
theories and techniques in counseling
guidance and testing

c. *3 semester hours selected from*
teaching vocational education subjects
curriculum modification in vocational education for special needs students (for persons holding an exceptional children certification area or a degree in vocational evaluation)
education of special needs students - e.g., introduction to exceptional children, curriculum modification strategies for the special needs student (for persons holding a vocational education program area degree or certification)

## 777 - Career Exploration

Class VA is the minimum level at which this certification is issued.

**Qualifying for class VA provisional certification requires:**

1. a. a bachelor's degree from a regionally accredited college or university *and*
   b. a minimum of one year of work experience *or* a degree related to an appropriate middle grades lab

**or**

2. a certification area appropriate to assignment in a career explorations position

Business Lab: business (600 or 601), vocational business education (760 or 761), or marketing education (730)

Industrial Lab: technology education (820) or trade preparatory programs (740)
Service Lab: home economics (710) or health occupations (720)
Environmental Lab: agriculture (700)
Occupational Information Lab: counselor (005) or industry education coordinator (747)

**Clearing the provisional status requires:**

*12 semester hours* (or the equivalent) in

middle grades occupational exploration
methods of teaching occupational education
history and philosophy of vocational education
occupational information/career counseling

> ***NOTE:*** *Certification in any lab qualifies an individual for a career exploration assignment in the sixth grade curriculum.*

> **Special Note:** *Effective July 1, 1993, career exploration certification will no longer be issued. The career exploration program has been changed to middle grades vocational education. Individuals already certified in career exploration can continue to serve in the program with no requirement to change to middle grades vocational education. Individuals holding provisional certification in area 777 prior to July 1, 1993, can complete provisional requirements. Middle grades vocational education certification will be required for newly assigned personnel beginning with the 1993-94 school year. For more information on the new certification areas,* *see page 42.*

### 820 - Technology Education

Completion of an approved education program is required. The Certification Section does not evaluate for this area.

## Procedure for Requesting Vocational Certification Areas

LEAs should request vocational certification for employees on forms that comply with the State Board of Education regulations on certification of vocational education personnel: Form C-02, Vocational Education Certification Instructions for Directors of Vocational Education; Form LEA-02, Request for Certification in Vocational Education; and Form 6-A, Application for Nonteaching Experience Credit.

**Vocational Education Certificate Areas**

700 Agriculture
710 Home Economics
711 Vocational Director
720 Health Occupations Education
730 Marketing Education
740 Trade Preparatory Programs
- 74010 Auto Body Repair
- 74015 Automotive or Diesel Repair
- 74020 Cabinetmaking/Furniture
- 74025 Carpentry
- 74030 Cosmetology
- 74035 Electrical Trades
- 74040 Electronics
- 74045 Graphics & Industrial Communications (Printing)
- 74050 Industrial Maintenance
- 74055 Masonry
- 74060 Mechanical System (Heating, Air Conditioning, Refrigeration, or Plumbing)
- 74065 Metals Manufacturing (Machine Shop)
- 74070 Technical Drafting
- 74075 Textiles
- 74080 Welding
- 74095 Specialized

745 Industrial Cooperative Training
747 Industry-Education Coordinator
760 Vocational Business Education
761 Vocational Business Education - Data Processing
770 Handicapped/Disadvantaged
777 Career Exploration
820 Technology Education

# 10 SPECIAL SERVICE PERSONNEL

## Superintendent (011)

Local boards of education must verify that anyone chosen for a superintendent's position holds superintendent and principal certification with a minimum of one year of experience (or the equivalent) as a principal. The advanced graduate level (sixth-year degree) in school administration is required to qualify for superintendent certification.

## Principal (012)

The administrative/instructional leader of a school **must hold** principal certification. Completion of an approved program in school administration at the master's level or above is the basis for certification.

## Assistant Principal (012)

All assistant principals must hold principal certification. The assistant principal assignment, however, cannot be used to satisfy ICP requirements for the principal certification.

## Curriculum-Instructional Specialist (113)

All personnel in supervisor or director assignments with specific responsibilities as instructional leaders who consult with and advise teachers, administrators, and other professional personnel must hold curriculum-instructional specialist certification. Completion of an approved program at the master's degree level or above is the basis for certification.

Specialized supervisor/director certification areas are required for certain assignments:

**Instructional Technology Specialist - Computers (077).** Completion of an approved college or university program at the master's degree level is the basis for certification. **Note:** Individuals serving in the computer coordinator capacity are paid according to the position allotment since special allotments at the supervisory pay level are not provided by the state.

**Media Supervisor (078).** Certification as a media supervisor is based on the eligibility to hold a media coordinator certificate plus nine graduate semester hours of credit in administration, curriculum development, and supervision.

**Exceptional Children Program Administrator (88099).** Certification as an exceptional children program administrator, a supervisory classification, depends on holding a master's degree in an exceptional children area or an advanced (sixth-year) degree in school psychology. An additional requirement is nine graduate semester hours of credit in administration, curriculum development, and supervision. Certification as an exceptional children program administrator can also be based on a master's degree in administration and/or curriculum-instruction plus nine semester hours of course work in exceptional children.

**Vocational Director (711).** Certification depends on completion of an approved program at a college or university at the master's level or above. Specific requirements are identified on page 53.

## Counselor (005)

Counselor certification is required for the school counselor position with the primary responsibility for leadership and implementation of the school counseling program. Completion of a master's level approved program at a college or university is mandatory.

## School Social Worker (006)

Public school social workers who assist in the prevention and resolution of difficulties that impede a child's ability to gain the most benefits from the school experience must hold certification as a school social worker. Approved program requirements must be met for certification.

## Mentor (008)

This add-on certification is appropriate for individuals who perform job functions designed to promote growth among other adults in the school environment. Direct certification requires completion of three state workshops: North Carolina Effective

Teacher Training Program, 30 hours; North Carolina Performance Appraisal Training Program, 24 hours; and North Carolina Mentor Support Team Training Program, 24 hours. All certified personnel, including vocational teachers certified on a nondegree basis, are eligible to receive mentor certification.

Local education agencies request addition of the mentor area to an employee's certificate by submitting a separate letter or memo to the Certification Section for each qualified person. Requests must verify that the individual is currently employed and has completed each of the three training workshops. LEAs should try to send all applications for mentor certification together as a packet.

A processing fee is required for all applicants except those who are assigned as a mentor and have completed the formal training requirements but not the one-year mentoring experience. In such cases the fee is waived.

Once certified, mentors are required to successfully demonstrate mentoring competencies while serving for one year as a mentor or support team member. The school system superintendent or designated coordinator of the Initial Certification Program should verify successful completion of this year by letter or memo. No processing fee is required to convert mentor certification from initial or provisional to continuing status.

## School Psychologist (026)

To qualify for certification as school psychologists, individuals must complete an approved program in school psychology at the sixth-year level. School psychologists employed by an LEA must be certified by the Certification Section at a minimum of the sixth year level.

**Special Service Personnel Certificate Areas**

| | |
|---|---|
| 005 | Counselor |
| 006 | School Social Worker |
| 008 | Mentor |
| 011 | School Administrator - Superintendent |
| 012 | School Administrator - Principal |
| 026 | School Psychologist |
| 077 | Instructional Technology Specialist - Computers |
| 078 | Media Supervisor |
| 113 | Curriculum-Instructional Specialist |
| 711 | Vocational Director |
| 88099 | Program Administrator (Exceptional Children) |

# 11 OUT-OF-FIELD ASSIGNMENTS

## Definition

In May 1983 the State Board of Education mandated that all teaching assignments be in the area of an individual's certification. Any teaching assignment other than remedial that is outside a person's area of certification, even for a single period a day, is considered to be **out of field.**

Temporary out-of-field assignments for one year, one period are allowable. However, if such an assignment is in a categorically funded position such as exceptional children or vocational education, the employer must submit a request for pay authorization to the Certification Section.

## Provisional Certification

**Provisional certification is limited to employed individuals whose school system has a particular need in an area.** Unemployed individuals who received provisional certification while employed can continue their provisional certification by completing provisional requirements within the specified time frame.

## Acquiring Provisional Certification

Requests for out-of-field certification must be made by the superintendent or personnel officer of the school system, who should file the application along with any necessary supporting information. The processing fee is waived for all areas except special service personnel.

Application for **regular academic subject area provisional certification** is made on Form C-11. The form has space to list qualifying credits for areas added by evaluation (e.g., middle grades and endorsements).

Application for **special service personnel** (counselor, supervisor, etc.) can be made on Form C-11 or by letter. A processing fee is required with these requests.

Application for **vocational education** areas should be made on Form LEA-02 and Form 6-A, as appropriate. A processing fee is required if experience is added to the certificate area.

Based on LEA request, the Certification Section adds the provisional area to the certificate and specifies deficiencies that must be corrected before clear certification can be granted.

## Qualifying Criteria for Provisional Certification

**Counselor.** To qualify for provisional certification in counseling, an individual must hold a regular class A or G certificate in another area, have earned eighteen semester hours of graduate credit toward completion of a school counseling program (no more than six semester hours in a related area), and be employed as a counselor.

**Supervisor.** To qualify for provisional certification as a supervisor, an individual must hold a G level teacher's certificate and have a minimum of five years of successful teaching experience in the area of certification.

**Teacher.** LEAs who make out-of-field assignments are responsible for obtaining appropriate provisional certification in the out-of-field subject area or grade level.

*Birth through Kindergarten.* Until approved programs are available statewide, individuals who are **assigned** to this area can be certified through the provisional process. Teachers can qualify for provisional birth through kindergarten certification if they are assigned to teach preschool and hold one of the following certification areas: preschool handicapped, preK-K, elementary education, early childhood, or exceptional children (other than academically gifted).

*Driver Education.* Provisional certification can be recommended only by IHEs with approved programs.

*Exceptional Children.* These teaching areas have unique requirements for clearing provisional certification. (See page 48.)

*Speech-Language Impaired.* Graduate level certification is required for specialists in speech-language impaired. Individuals who completed a speech-language impaired program prior to 1982 are not required to upgrade to the master's degree level. Provisional certification at the bachelor's level for those who completed a speech-language program after July 1, 1982, is contingent upon employment. A

master's degree from an approved education program is required to clear the provisional status.

*Vocational Education.* These areas have unique requirements for provisional certification. See page 51.

**School Psychologist.** Provisional certification in school psychology is available only to individuals who have finished all requirements for a sixth-year degree in school psychology except for the thesis or internship. Written confirmation from a college or university that it agrees with both the individual's employment and the completion of his or her program requirements during that employment must accompany the employing school system's request for provisional certification.

**Principal and Superintendent.** Provisional certification cannot be issued in these areas.

## Continuation of Provisional Certification

To continue to hold provisional certification, individuals must earn six semester hours of credit each school year. ***All credit earned toward fulfilling provisional requirements must be directly applicable to the provisional area(s).*** Credit to extend a provisional certificate for an additional year **must be earned before the beginning of the school year that follows the expiration date on the certificate** (the date regular classroom teachers report for the first workday of the school year). (Note the difference between the required dates for completion of provisional credit, which can be completed over the summer, and renewal credit, which must be filed by June 30.)

Failure to complete yearly credit requirements results in loss of the provisional certification and prevents continued employment. All requirements to clear a provisional area must be completed within five years of the first fiscal year for which the provisional area is issued. Failure to do so makes individuals ineligible for state salary. The certificate becomes active again upon completion of provisional requirements and the receipt of an appropriate recommendation. The date requirements are complete becomes the effective date of the certificate. Retroactive salary will be denied.

**Employed individuals** with provisional certification should file documentation of earned credit with their superintendent's office. Certificate extension forms for provisionally certified personnel are issued by the automatic extension process in May and are sent to the superintendent's office for approval or rejection.

**Unemployed individuals** with provisional certificates must file documentation of their six semester hours of credit with the Certification Section to receive a one-year extension of the certificate.

# 12 SALARY DETERMINATION

Public school employees are paid on the state salary schedule in accordance with their **certificate class level, experience level, and assignment** as teachers, curriculum specialists, program directors, student service personnel, or administrators.

## Experience

### Areas of Experience Credit

*Superintendent.* Experience earned by serving as superintendent is creditable toward the superintendent rating as well as all other certificate areas.

*Principal.* Experience earned by service as a principal is creditable toward the principal rating as well as supervisor/director (e.g., curriculum-instructional specialist, exceptional children program administrator), student service areas, and all teaching areas.

*Assistant Principal.* Experience earned by serving as an assistant principal is creditable to teaching, student service, and supervisor/director (e.g., curriculum-instructional specialist, exceptional children program administrator) areas, but not to the principal area.

*Supervisor/Director.* Experience earned by service as a supervisor/director is creditable toward supervisor, student service, and all teaching areas.

*Student Service.* Experience earned in a student service assignment (e.g., school psychologist, school counselor, school social worker) is creditable toward supervisor/director areas (e.g., curriculum-instructional specialist, exceptional children program administrator), student service areas, and all teaching areas.

*Teacher.* Experience earned by service as a teacher is creditable toward all teaching areas, the supervisor/director (e.g., curriculum-instructional specialist, exceptional children program administrator) area, and all student service areas.

**Calculation of Experience Credit**

1. A year of experience in a school unit is defined as full-time work in payroll status of not less than six calendar months within one fiscal year (July 1 to June 30), excluding experience in a one-teacher private school.

2. Effective July 1, 1969, two years of part-time work in a school unit on payroll status at not less than one-half time (three hours or more per day, five days per week) for six calendar months or more during a fiscal year may be combined for a salary increment at the beginning of the next year.

3. Effective July 1, 1969, full-time work of less than six calendar months within a fiscal year on payroll status in a school unit may be combined with full-time experience of less than six calendar months from another fiscal year, thereby adding an additional experience increment at the beginning of the new school year.

4. Under full-time equivalency, effective July 1, 1975, part-time (three hours or more per day, five days per week) or full-time work on payroll status from prior fiscal years can qualify a person for an experience increment. Such experience must be the equivalent of six months of full-time employment for each increment granted. More than six months of experience in any one fiscal year will not count as additional experience.

5. Service as a tutor, clerical paraprofessional, or substitute teacher is not recognized for experience credit.

6. Service as an instructional teaching assistant can be used to establish experience increments only if that service occurred after an individual was qualified for certification. One increment is awarded for the first year of experience and one for each two years thereafter. The applicant must provide documentation from the employer that the instructional teaching assistant experience was full-time service in a classroom with school age children and that actual instructional teaching responsibilities made up a minimum of fifty percent of daily activities.

7. Experience credit for a single year served in two or more school administrative units is allowed unless the Superintendent of Public Instruction has been advised that the person's contract was willfully breached during the school year.

8. Properly documented professional experience in an out-of-state school unit is creditable under the same criteria as in-state experience.

9. Professional level public agency or private sector experience can qualify for experience increments (one year for each twelve months of employment) if the experience is directly related to the certification held. For example, a person

certified in science or chemistry could be awarded one experience increment for twelve calendar months of work as a chemist. To be creditable, experience must be earned after completion of formal training or degree programs necessary to perform the required duties and responsibilities of a position. Applicants must document duties and level of responsibility on Form 6-A, Application for Nonteaching Experience Credit. Only creditable work experience earned after age eighteen is considered.

10. College teaching experience is calculated according to the following rules: the minimum for one-half time employment is two courses (equivalent to six semester hours or six class hours), and the minimum for full-time employment is four courses (equivalent to twelve semester hours or twelve class hours).

11. Creditable vocational/technical work experience can qualify for experience increments (one year for each twelve months of employment) if the experience is directly related to the vocational certification area held. To be creditable, experience must have been earned after an individual completed formal training (technical or college degrees or other diploma programs necessary to perform required duties and responsibilities). Only creditable work experience earned after age eighteen can be considered for either the work experience requirement or experience increments.

**Military Service:** Teachers and special service personnel who leave public school positions to enter military service for the United States are allowed experience increments for the period of active service. This experience can be credited to individuals only if they leave positions to serve in the military and return to those positions immediately following honorable discharge. Military service should be documented on Certification Section Form 7 or military separation form DD214 or the equivalent.

***NOTE:** Experience credit is not awarded for a period of time designated as a leave of absence.*

**Effective Date for Experience Changes**

Newly added experience credit is effective for salary determination on July 1 of the fiscal year during which it is received and approved by the Certification Section. Salary adjustments due to corrections in experience ratings are effective July 1 of the fiscal year in which the correction is made unless otherwise approved by the Certification Section.

Adjustments for vocational work experience are effective July 1 of the fiscal year in which the experience change is requested of and approved by the Certification Section. This rule is applicable to adjustments of experience credited prior to 1985 under old rules.

## Class Level and Salary

### Graduate Certification

Graduate level salary is automatic through the salary certification process for individuals who are serving in a teacher or student service position (school counselor, school psychologist, or school social worker) if the graduate level certification is held in either of these areas. The following exceptions apply:

1. The area of class G certification for which the salary is established must have been added based on the completion of an approved education program or equivalent. Therefore, certificates with a 5 as the second character in the program code at the G level cannot be used to determine the G level salary for assignments in other areas.

2. Effective July 1, 1993, the Certification Section will authorize salary certification on the class G teacher salary schedule for teachers who hold master's degrees that are not in teacher education. These master's degrees must be from regionally accredited institutions and must be in subject areas directly relevant to an existing class A certification earned through an approved education program. Salary can be authorized at the G level **only** when the teacher's assignment for the majority of the day is in the area to which the relevant master's degree applies. A majority assignment covers fifty percent or more of the daily teaching duties. Form LEA-03 (Request for Placement on the Graduate, Advanced, or Doctoral Salary Schedule) or equivalent must be submitted to the Certification Section for authorization of the graduate salary.

### Advanced and Doctoral Certification

Effective July 1, 1991, salary certification at the advanced (sixth-year) or doctoral level for a teaching area is not automatic. To qualify for the advanced or doctoral level salary, the employing superintendent must verify that the teacher is assigned the majority of the day (fifty percent or more) in the area for which the advanced or doctoral certification is held. Form LEA-03 (Request for Placement on the Graduate, Advanced, or Doctoral Salary Schedule) or equivalent must be submitted to the Certification Section to receive authorization for the advanced or doctoral salary. This form is not required for categorically funded positions such as special service personnel and most vocational and exceptional children areas.

### Junior ROTC Instructors

The military and the local school system jointly support Junior ROTC programs. Junior ROTC instructors must receive total compensation that equals active duty pay. Any difference between military retirement pay and the amount of active duty pay is jointly made up by the federal government and the employing LEA.

If the total compensation is less than what an individual would earn on the state salary schedule (based on the certificate rating), the local school system must add funds to compensate the instructor at the state salary level. In some situations the local portion of the salary for a Junior ROTC instructor may be paid from state funds. For a state-funded position, the operating budget entry must show the percentage of the individual's total salary paid from state funds.

### Substitute Teachers

State Board of Education regulations do not require substitute teachers to be certified. However, certified teachers are eligible for a higher pay rate. Certification, which can be in any field or area and from any state, does not have to be active. Proof of certification is required.

The daily rate of pay for substitute teachers with current or expired certification is $52.00. Noncertified substitute teachers who have completed one week of Effective Teacher Training receive $45.00 per day. Substitutes without teaching certificates or ETT are paid $35.00 per day until completion of Effective Teacher Training. These individuals will be used only in emergencies and can serve only one year as a substitute teacher.

During each year of service, all substitute teachers should at minimum participate in a one-day orientation/instruction-related program developed by the local school system. The program should acquaint the substitute with local policies, procedures, practices, and expectations.

Local school systems should, whenever possible, employ certified teachers as substitutes in the public schools.

### Supervisor/Director Assignments

The salary certification process includes a General Administrator budget code for supervisor allotments that allows an individual certified as principal to receive a salary based on the supervisor's pay scale without being required to add curriculum-instructional specialist certification. This rule is limited to assignments whose duties and responsibilities are administrative in nature.

**Effective Date of Salary Changes**

Salary changes based on additional academic preparation completed prior to April 1 of the current school year become effective with the first day of the pay period that follows the effective date of the new certificate. Class upgrades and salary changes that result from educational requirements completed after April 1 become effective July 1 of the following school year.

> ***WARNING:*** *Individuals who are employed by LEAs but not yet certified are identified on the professional certification system through the 408 process. The computer screen shows* **NO RECORD** *in the status field, and the words* **DUMMY ROOT** *appear in the lower left-hand corner of the screen.*

# 13 IHE METHODS FACULTY

As of July 1, 1989, all college and university faculty members who teach undergraduate or graduate methods courses or supervise field experiences for prospective classroom teachers in approved teacher education programs must be certified. (The presence of any one of the following criteria defines a class as a methods course: the course is called a methods course; its primary focus is on organization, techniques, procedures, or strategies for teaching; or it includes a supervised field experience with a participatory component in a school.)

This requirement for certification applies only to faculty members involved in the preparation of classroom teachers (including the areas of media, exceptional children, and vocational education). The requirement does not apply to faculty members working with certification programs in administration, supervision, or special service areas (school counselor, school social worker, or school psychologist).

Methods faculty must hold certification for the content area in which they teach or supervise. They must also demonstrate involvement with teachers in public schools. Faculty members supervising students in field experiences must hold certification in a curriculum area at the appropriate grade level and/or demonstrate involvement with teachers in public schools.

The following list indicates some methods teaching assignments and the appropriate certification for each assignment:

1. Instructors of courses that prepare teachers for grades 9-12 must hold secondary certification in the students' area of study or certification as a curriculum-instructional specialist.

2. Instructors of courses that prepare students for certification in more than one secondary area must be certified in at least one of those areas or as a curriculum-instructional specialist.

3. Instructors of courses that prepare teachers for the elementary or middle grades (birth through 9) must hold elementary or middle grades certification or certification as a curriculum-instructional specialist.

4. Instructors of courses that prepare teachers for K-12 special subject areas must hold the specific K-12 subject area of their students' intended certification or certification as a curriculum-instructional specialist.

5. Instructors of courses that prepare students for more than one special subject area must be certified in at least one special subject area or as a curriculum-instructional specialist.

6. Instructors of courses that prepare students for certification in exceptional children areas must be certified in at least one exceptional children area or as a curriculum-instructional specialist.

7. Instructors of courses that prepare students for certification in vocational education must be certified in the vocational area students are preparing to teach.

The standard requirements for certification apply to methods faculty. Certificates must be renewed every five years, and deans or department heads must verify that fifteen appropriate renewal credits have been earned during the five years immediately preceding the expiration date of the current certificate.

# 14 CERTIFICATE SUSPENSION AND REVOCATION

## Reasons for Suspension or Revocation

The State Board of Education can suspend or revoke a certificate issued by the Certification Section. (See page 89 for the North Carolina Administrative Code, Title 16, Chapter 6, Subchapter 6C, Section .0312). The following actions justify suspension or revocation of a certificate:

1. fraud, material misrepresentation, or concealment in the application for certification

2. changes in or corrections to the certificate documentation that make the individual ineligible to hold a certificate

3. as an adult, conviction of or entry of a plea of no contest to a crime if there is a reasonable and adverse relationship between the underlying crime and the continuing ability of the person to perform any of his or her professional functions effectively

4. final dismissal of a person by a local board pursuant to G.S. 115C-325 (e)(1)b (immorality) if there is a reasonable and adverse relationship between the underlying misconduct and the continuing ability of the person to perform any of his or her professional functions effectively

5. final dismissal of a person by a local school system under G.S. 115C-325(e)(1)e (physical or mental incapacity)

6. resignation from employment with a local school system without 30 work days' notice, except with the prior consent of the local superintendent

7. revocation of a certificate by another state when the person's North Carolina certificate was issued on the basis of reciprocity

8. any other illegal or immoral conduct by a person, if there is a reasonable and adverse relationship between the underlying conduct and the continuing ability

of the person to perform any of his or her professional functions in an effective manner.

> ***NOTE:*** *Failure on the part of school officials to report individuals who have been convicted of felonies and/or are suspected of committing offenses that can cause revocation of certification is viewed as unprofessional.*

## Procedure for Certificate Suspension and Revocation

The **local education agency** is responsible for

1. identifying individuals suspected of committing an offense that could lead to revocation of a certificate

2. preparing a written request with substantiating information regarding an individual suspected of committing an offense that could lead to revocation of certification

3. submitting requests for revocation of certification to the Certification Section in a timely manner.

The **Superintendent of Public Instruction** is responsible for

1. initiating revocation proceedings upon the written request and submission of information by any party in a position to present evidence that is a basis for revocation

2. preparing and filing written charges with the State Board of Education if after investigating the available information he or she finds that probable cause exists for suspension or revocation

3. sending a copy of the charges to the certified person and informing him or her of hearing procedures.

The **individual** is responsible for

1. requesting an informal conference with the superintendent or designee within ten days after receipt of notice [After the informal conference, the State Board of Education may enter into a written settlement with the person, direct that the charges be dismissed, or proceed with the action.]

2. filing a written request for a formal hearing before the State Board of Education within ten days after any State Board action that results from the informal conference

3. waiving an informal conference and making a written request for a formal hearing within ten days after receipt of the charges.

The **State Board of Education** is responsible for

1. proceeding with the suspension or revocation action if the individual fails to make a timely request for a hearing

2. naming an officer to conduct the formal hearing [The hearing is held in accordance with North Carolina law regarding administrative hearings, **except that the hearing is private unless the individual requests otherwise.**]

3. making the final agency decision

4. suspending an individual's certificate for a stated period of time or permanently revoking the certificate [A local board may request that the State Board revoke for the remainder of the year the certificate of a teacher who resigns without giving at least 30 days' notice.]

5. reinstating a suspended or revoked certificate or granting a new certificate upon application and a showing of good cause by the individual [**The burden of proving good cause is on the applicant.** The State Board of Education will not approve reinstatement of a revoked or suspended certificate if the basis for revocation was abuse of minors; possession, sale, or use of controlled substances; or moral turpitude.]

6. notifying all other states of all actions involving suspension, revocation, or reinstatement of a certificate.

> ***NOTE:*** *The professional certification system indicates revocation actions on the computer screen. The status field shows* **REVOKED**, *and the termination code field shows* **DI** *(disciplinary action).*

# APPENDICES



83

# Appendix A. Laws Relating to Certification

**§ 115C-271. Selection by local board of education, term of office.**

Each local board of education shall elect a superintendent of schools for a term of one to four years, ending on June 30th of the final 12 months of the contract. The board of education may, with the written consent of the current superintendent, extend or renew the term of the superintendent's contract at any time after the first 12 months of the contract: provided, however, that the current superintendent's contract may not be extended for a term of greater than four years; and provided, further, that if new board members have been elected or appointed and are to be sworn in, the board may not act to extend or renew the current superintendent's contract until after the new members have been sworn in. The term and conditions of employment shall be stated in a written contract which shall be entered into between the board of education and the superintendent. A copy of the contract shall be filed with the Superintendent of Public Instruction before any person is eligible for this office.

Contracts of employment for a period of less than one year shall be governed and limited by G.S. 115C-275.

It is the policy of the State of North Carolina that the superintendents of each of the several school administrative units be hired solely at the discretion of the local boards of education and that a candidate for superintendent of a local school administrative unit must have been, at least, a principal in a North Carolina public school or have equivalent experience as prescribed by the State Board of Education and have other minimum credentials, educational prerequisites and experience requirements as the State Board of Education shall prescribe. The State Board of Education is directed to promulgate prerequisites for candidacy for superintendent not later than January 1, 1985.

If any board of education shall elect a person to serve as superintendent of schools in any local school administrative unit who is not qualified, or cannot qualify, according to this section, such election is null and void and it shall be the duty of such board of education to elect a person who can qualify.

**§ 115C-284. Method of selection and requirements.**

(c) The State Board of Education shall have entire control of certifying all applicants for supervisory and professional positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates, and shall determine and fix the salary for each grade and type of certificate which it authorizes. Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose, the required minimum score shall not be lower than that which the Board required on November 30, 1972: Provided, further, that the Board shall not issue provisional certificates for principals and assistant principals.

(c1) It is the policy of the State of North Carolina to maintain the highest quality principal and assistant principal education programs in order to enhance the

competence of professional personnel certified in North Carolina. To ensure that principal and assistant principal preparation programs are upgraded to reflect a more rigorous course of study, the State Board of Education shall submit to the General Assembly not later than March 1, 1992, a plan to promote this policy. In developing this plan, the State Board shall consider (i) requiring these programs to include additional preparation for site-based decision making and for the additional autonomy being granted to local school units, (ii) enhancing program entrance requirements to include assessment of an applicant's ability to complete the program and to perform as a principal, and (iii) enhancing the overall content of the programs.

The State Board of Education, as lead agency in coordination and cooperation with the University Board of Governors and such other public and private agencies as are necessary, shall refine the several certification requirements, standards for approval of institutions of principal and assistant principal education, standards for institution-based innovative and experimental programs, and standards for improved efficiencies in the administration of the approved programs.

(d1) It is the policy of the State of North Carolina that, subsequent to the adoption of a system of classroom teacher differentiation and prerequisites to candidacy for principal, a classroom teacher must have attained at least the second level of differentiation, have at least four years of classroom teaching experience, and possess, at least, a Masters Degree in Education Administration. This subsection shall not apply to educational personnel certified as of July 1, 1984.

(e) It shall be unlawful for any board of education to employ or keep in service any principal or supervisor who neither holds nor is qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education.

(h) All principals and supervisors employed in the public schools of the State or in schools receiving public funds, shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education.

**§ 115C-295. Minimum age and certificate prerequisites.**

(a) All teachers employed in the public schools of the State or in schools receiving public funds, shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe: Provided further, that no person shall be employed to teach who is under 18 years of age.

(b) It shall be unlawful for any board of education to employ or keep in service any teacher who neither holds nor is qualified to hold a certificate in compliance with the provisions of the law or in accordance with the regulations of the State Board of Education.

**§ 115C-296. Board sets certification requirements.**

(a) The State Board of Education shall have entire control of certifying all applicants for teaching positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate

which it authorizes: Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose, the required minimum score shall not be lower than that which the Board required on November 30, 1972: Provided, further, that the State Board of Education shall not decrease the certification standards for physical education teachers or health education teachers below the standards in effect on June 1, 1988.

(b) It is the policy of the State of North Carolina to maintain the highest quality teacher education programs in order to enhance the competence of professional personnel certified in North Carolina. To the end that teacher preparation programs are upgraded to reflect a more rigorous course of study, the State Board of Education shall submit to the General Assembly not later than November 1, 1984, a plan to promote this policy. The State Board of Education, as lead agency in coordination and cooperation with the University Board of Governors, the Board of Community Colleges and such other public and private agencies as are necessary, shall continue to refine the several certification requirements, standards for approval of institutions of teacher education, standards for institution-based innovative and experimental programs, standards for implementing consortium-based teacher education, and standards for improved efficiencies in the administration of the approved programs. The standards for approval of institutions of teacher education shall require that teacher education programs for students who do not major in special education include courses in the identification and education of children with learning disabilities.

(c) It is the policy of the State of North Carolina to encourage lateral entry into the profession of teaching by skilled individuals from the private sector. To this end, before the 1985-86 school year begins, the State Board of Education shall develop criteria and procedures to accomplish the employment of such individuals as classroom teachers. Regardless of credentials or competence, no one shall begin teaching above the middle level of differentiation. Skilled individuals who choose to enter the profession of teaching laterally may be granted a provisional teaching certificate for no more than five years and shall be required to obtain certification before contracting for a sixth year of service with any local administrative unit in this State.

**§ 115C-309. Student teachers.**

(a) Student Teacher and Student Teaching Defined. -- A "student teacher" is any student enrolled in an institution of higher education approved by the State Board of Education for the preparation of teachers who is jointly assigned by that institution and a local board of education to student-teach under the direction and supervision of a regularly employed certified teacher.

"Student teaching" may include those duties granted to a teacher by G.S. 115C-307 and 115C-390 and any other part of the school program for which either the supervising teacher or the principal is responsible.

(b) Legal Protection. -- A student teacher under the supervision of a certified teacher or principal shall have the protection of the laws accorded the certified teacher.

(c) Assignment of Duties. -- It shall be the responsibility of a supervising teacher in cooperation with the principal and the representative of the teacher-preparation

institution, to assign to the student teacher responsibilities and duties that will provide adequate preparation for teaching.

**§ 115C-315. Hiring of school personnel.**

(c) Prerequisites for Employment. -- All professional personnel employed in the public schools of the State or in the schools receiving public funds shall be required either to hold or be qualified to hold a certificate in compliance with the provision of the law or in accordance with the regulations of the State Board of Education: Provided, that nothing herein shall prevent the employment of temporary personnel under such rules as the State Board of Education may prescribe.

(d)Certification for Professional Positions. -- The State Board of Education shall have entire control of certifying all applicants for professional positions in all public elementary and high schools of North Carolina; and it shall prescribe the rules and regulations for the renewal and extension of all certificates and shall determine and fix the salary for each grade and type of certificate which it authorizes: Provided, that the State Board of Education shall require each applicant for an initial certificate or graduate certificate to demonstrate his academic and professional preparation by achieving a prescribed minimum score at least equivalent to that required by the Board on November 30, 1972, on a standard examination appropriate and adequate for that purpose: Provided, further, that in the event the Board shall specify the National Teachers Examination for this purpose, the required minimum score shall not be lower than that which the Board required on November 30, 1972.

(f) Employing Persons Not Holding Nor Qualified to Hold Certificate. -- It shall be unlawful for any board of education to employ or keep in service any professional person who neither holds nor is qualified to hold a certificate in compliance with the provisions of the law or in accordance with the regulations of the State Board of Education.

# Appendix B: North Carolina Administrative Code

## SECTION .0300 - CERTIFICATION

### .0301 GENERAL INFORMATION

(a) Any person who desires to obtain employment from a LEA in a professional position shall apply for and obtain certification from the department. Each applicant shall file an application in the form prescribed by the department, together with an official transcript(s), a recommendation by a designated official of the approved IHE where preparation was completed, and the certification fee in an amount which the SBE determines annually.

(b) The department evaluates each application and its supporting documentation and notifies each applicant of the action it takes.

(c) An applicant who desires to upgrade, renew or add new fields to a certificate shall supply documentation to the department which supports the desired action.

(d) A class "A" teaching certificate may be changed from early childhood, intermediate, middle grades or secondary to either of the other categories upon the applicant's completion of the appropriate program for such certificate. An applicant who secures credit for new subject or teaching fields may have these fields added to a teaching certificate.

(e) All certificates issued by the department are effective July 1 of the year of issue or upon the date that the requirements are completed. Certificates are valid for the remainder of the fiscal year in which the person establishes certification qualifications with the department or up to a five year period following July 1 or the date the person completes certification requirements. Five-year dating cycles are initially based on the completion of credit requirements to qualify for certification, the completion of certificates renewal, or a valid certificate held from another state with which reciprocity has been established. New five-year dating cycles are established only when an expired certificate is renewed.

(f) Any certificated person may apply to the department on forms which it furnishes for a duplicate certificate, in the event the original is lost, or for the change of the applicant's name.

(g) Professional personnel may be assigned only to areas in which the individual holds certification, provisional certification, endorsement or provisional endorsement as required by the department. The LEA may assign any certified teacher who is the best qualified to teach remedial courses, regardless of certification area. This provision does not apply to any vocational certificate which has been restricted by the department as a part of completing certification requirements.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986;*
*Amended Eff. March 1, 1990.*

### .0302 CREDIT

(a) The department computes all credit for certification, including residence, extension and correspondence credit, in semester hours. The department computes credit for recertification or renewal purposes in quarter hours. A quarter hour has the value of two-thirds of a semester hour.

(b) The department may accept extension and correspondence credit earned from an accredited IHE at the class "A" certification level and below, for purposes of renewal, adding a teaching subject and removing deficiencies. The department will allow no more than six semester hours of correspondence credit per certificate action. For purposes of upgrading undergraduate certificates, a maximum of 10 of the 30 semester hours required for raising the certificate to the next higher level may be extension and correspondence credit. The approved IHE shall accept all credits applying to graduate certificates and certificates in the special services areas, including all certificates above the "A" level.

(c) When a person earns credits in more than one IHE before obtaining a degree, the person shall transfer the credit to an approved IHE which the person has attended or expects to attend. The person must be enrolled in an approved teacher education curriculum at the IHE.

(d) A person may use credit used for renewal or reinstatement of a certificate of lower rank toward upgrading a certificate.

(e) The department will retain all credits submitted to it. The department will not return transcripts nor furnish certified copies of credits to applicants.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.; Eff. July 1, 1986.*

**.0303 PROGRAM REQUIREMENTS FOR CERTIFICATION**

In order to receive the initial regular certificate, an applicant must obtain the bachelor's or other required degree. The applicant must also receive a recommendation from the IHE which includes the approval or endorsements of both the administrative head of the professional education unit and the departments or areas in which certification is sought. The IHE must determine that the candidate has satisfied all minimum score requirements on standard examinations specified by the SBE before it makes a recommendation.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.; Eff. July 1, 1986.*

**.0304 CERTIFICATION PATTERNS**

(a) Certificates indicate grade levels, content areas, specializations and preparation levels for which the professional has been prepared.

(b) Certificates are of the following types:

(1) Teacher. The certificate entitles the holder to teach in some designated area of specialization. There are four levels of preparation:
   (A) bachelor's degree;
   (B) master's degree;
   (C) sixth-year; and
   (D) doctorate.

(2) Administrator/supervisor. The holder may serve in general and program administrator roles such as superintendent, assistant or associate superintendent, principal, assistant principal or curriculum-instructional specialist. There are three levels of preparation:
   (A) master's degree;
   (B) sixth-year; and
   (C) doctorate.

(3) Student services area. The holder may provide specialized assistance to the learner, the teacher, the administrator and the education program in general. This category includes the counselor and school psychologist. There are three levels of preparation as in the case of the administrator/supervisor, except that the school psychologist is restricted to the sixth-year or doctorate levels.

(c) The department bases certificate classification on the level and degree of career development and competence. There are two classifications of certificates:

(1) The initial certificate, which is valid for two years, allows the holder to begin practicing the profession on an independent basis. Only those persons who are actually beginning in the profession require initial certification. Persons who seek certification in this state for the first time and who have two years of appropriate experience as determined by the department are eligible for a continuing certificate. The holder must serve at least one period a day for two years in a teaching assignment appropriate to the holder's area of initial certification. If the holder is not appropriately placed in-field for a two-year period the holder and/or the holder's employer must apply to the department to extend the initial certificate. The department may extend the initial certificate for up to two years, provided that the extension occurs within five years of the date of qualification as determined by the dating and/or renewal requirements contained in Rules .0301(e) and .0307 of this Subchapter. The holder may have the certificate changed to a continuing certificate as provided in subparagraph (d) of this Rule.

(2) The continuing certificate authorizes professional school service on a continuing basis. This classification includes three categories:

(A) teacher (class "A" undergraduate and class "G" graduate) in the following areas:

(i) early childhood education, K-4;

(ii) intermediate education, 4-6;

(iii) middle grades education, 6-9;

(iv) secondary specializations, 9-12;

(v) special areas; and

(vi) occupational.

(B) administrator; and

(C) education specialist.

(d) To convert the initial certificate to a continuing certificate, the holder must serve two years with a LEA or a non-public school that has a comprehensive program plan for initially certified personnel that meets the criteria contained in this subparagraph and that is approved by the SBE; meet the performance criteria for conversion of an initial certificate to a continuing certificate; and be recommended by the locally designated official of the LEA or non-public school by which the holder is employed. For purposes of this Rule, "year" means not less than six successive calendar months of full time employment in one LEA or non-public school with an approved program plan.

(1) Each LEA shall develop a comprehensive program plan for initially certified personnel and present the plan to the SBE for approval. Non-public schools that have a state-approved plan to administer the certificate renewal program may also submit a plan for approval. Both LEAs and non-public schools must update their plans by October 15 of each year and submit those plans to the SBE. Each plan must:

(A) describe adequate provisions for efficient management of the program;

(B) provide for formal orientation for initially certified personnel describing available services, training opportunities and the process for achieving a continuing certificate;

(C) provide for the assignment of a mentor team or support team, as determined by the LEA or non-public school, for each initially certified person;

(D) provide for the principal or principal's designee to share responsibility for providing support, where the LEA or non-public school deems a mentor team to be the appropriate support;

(E) include on the support team a career status teacher, the principal or principal's designee, and a generalist or a specialist in curriculum/instruction. Other personnel such as IHE members or central office supervisor/administrator staff may be used as resources to the team as needed;

(F) provide for a minimum of three observations per year, using the first five function areas of the North Carolina Teacher Performance Appraisal Instrument/Initial Certification for teachers, the first of which must be for at least one period or instructional activity, preceded by a pre-conference and followed by a post-conference. The others may be unannounced but must be for at least one period or instructional activity and be followed by a post-conference. All persons who observe teachers must be trained in the use of the first five function areas of the performance appraisal instrument for teachers. The first observation must occur before October 30, the second must occur between October 30 and January 15, and the third must occur after January 15 and before April 15;

(G) provide for the preparation of an individualized professional development plan for each initially certified person that identifies goals, strategies and progress toward improving professional skills;

(H) provide for structure to identify and deliver services and technical assistance needed by initially certified personnel;

(I) provide for maintenance of a cumulative portfolio that contains the professional development plan and official documentation of performance in the first five function areas of the performance appraisal instrument;

(J) provide for the timely transfer of the cumulative portfolio to additional employing LEAs within the state upon request of an initially certified employee;
(K) assure that the program plan was developed together with IHE(s) having approved teacher education programs and describe their continuous involvement with the program;
(L) describe a plan for the systematic evaluation of the program to assure program quality, effectiveness, and efficient management;
(M) designate a person to verify successful completion of the two-year initially certified program and make recommendations; and
(N) document that the LEA or non-public school has adopted the plan.

(2) No later than April 15 of the second year of employment of the initially-certified person, the locally designated official shall determine whether the person will be recommended for conversion to a continuing certificate. The official makes this determination based on the information contained in the holder's cumulative portfolio. The official shall not recommend for conversion any person who has not performed "at standard" or higher on each of the first five function areas of the performance appraisal instrument for teachers on the final observation prior to April 15 of the second year of employment.
(A) The official makes the recommendation on a form prescribed by the department. The department reviews each recommendation to determine whether the person has in fact achieved at least the required at-standard performance level. If the person has achieved the required performance level, the department shall approve the recommendation of the locally designated official. If the person has not achieved the required performance level, the department shall not approve the issuance of a continuing certificate.
(B) Any person not recommended for conversion from an initial certificate to a continuing certificate may have that action reviewed by filing a contested case petition in accordance with Article 3 of Chapter 150B of the General Statutes. As an alternative, the person may contact an approved teacher education program and complete a program of study as prescribed by the IHE to correct deficiencies. After the person successfully completes the required additional training, the IHE must recommend the person for a new initial certification. The holder must then satisfy the performance requirements of this Subparagraph.

(3) The continuing certificate authorizes professional school service on a continuing basis. This classification includes three categories:
(A) teacher (class "A" undergraduate and class "G" graduate) in the following areas:
(i) elementary education, K-6;
(ii) middle grades education, 6-9;
(iii) secondary specializations, 9-12;
(iv) special areas, K-12; and
(v) occupational.
(B) administrator/supervisor; and
(C) student service personnel.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986;*
*Amended Eff. March 1, 1990.*

**.0305 CERTIFICATES FOR NON-TEACHER EDUCATION GRADUATES**

(a) A person who has not graduated from an approved teacher education program who later desires to teach shall have his/her credentials evaluated by an approved IHE or teacher education consortium. The person shall satisfy the assessment of his/her needs and be recommended by the IHE or consortium for certification.

(b) Persons who have been selected for employment by a LEA under the lateral entry provisions of G.S. 115C-296(c) may obtain certification as follows:

(1) The applicant and the LEA must file a joint application with the department, including all supporting credits, experience, test scores, and other pertinent information.
(2) The department issues lateral entry certification in the same areas and classes as it issues to regular teacher education graduates.
(3) The department issues these certificates subject to the provisions of Rule .0311 of this Section.
(4) Teachers who obtain certification under this Paragraph must have their credentials evaluated by an IHE which has an approved teacher education program. The IHE should consider the teacher's knowledge and skill from previous training and experience as it relates to those competencies required for the area of certification.
(5) The teacher may substitute successful teaching experience for the student teaching requirement.
(6) The teacher must obtain a satisfactory score on the NTE at the next available administration of the NTE, or may substitute the Graduate Record Examination, in order to maintain a valid certificate.
(7) Persons who have fulfilled all degree requirements other than some minor or technical deficiency may apply for certification under this Paragraph. The person may not have more than six semester hours' shortage and the person must satisfy that shortage before the beginning of the next fiscal year.

(c) A person who is qualified to hold at least a class "A" teaching certificate may be issued additional areas of certification on a provisional basis as needed by LEAs. The person must satisfy deficiencies for full certification at the rate of six semester hours per year. The person must complete this yearly credit before the beginning of the following school year and the credit must be directly applicable to the provisional area(s). The person must complete all credit requirements by the end of the fifth year of provisional certification.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986.*
*Amended Eff. March 1, 1990.*

**.0306 CERTIFICATE ENDORSEMENT**

Within the operation of approved programs, IHEs may recommend persons who qualify for full certification for an endorsement to that certification. The department issues an endorsement based on a minimum of eighteen hours in a specific content area where these hours are specifically related to competencies required for full certification in that subject area. Certificate endorsements are restricted to less than half-time teaching assignments.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986;*
*Amended Eff. March 1, 1990.*

**.0307 CERTIFICATE RENEWAL**

(a) Certificates are valid for a period of five years from the effective date of issuance. Holders must renew their certificates within each five-year period. The Department applies renewal credit to the person's certificate field(s) and/or professional duties.

(b) The Department bases renewal or reinstatement of a certificate on 15 units of renewal credit. A unit of credit is equal to one quarter hour or two-thirds of a semester hour of IHE credit, or one school year of teaching experience. The Department will not record less than one credit on a certificate.

(c) Currently employed personnel shall maintain a professional growth plan in accordance with department guidelines. These persons may obtain renewal credit for the following activities:

(1) college or university credit activities;
(2) teaching experience (one unit for every year);

(3) local in-service courses or workshops which carry at least one unit of renewal credit and which meet the following criteria:
(A) ten clock hours of direct training by the instructor will equal one unit of renewal credit;
(B) content and instructional activities designed in a sequential manner to develop specified competencies of a specific population;
(C) led by qualified instructional personnel and directly supervised by the sponsoring school unit;
(D) credit is granted on the basis of program completion and achievement of specified individual performance, which is determined by individual evaluation for specified competencies;
(E) enrollment limited to assure accountability of credit granted;
(4) independent study of no more than five units of renewal credit per five-year renewal period which meets the following criteria:
(A) teachers and other certified personnel help to develop local independent study procedures which the superintendent keeps on file and periodically sends to each certified employee;
(B) the employee and the superintendent or his or her designee plan the experience in advance, including identification of competencies to be acquired and an evaluation to determine satisfactory achievement of those competencies; and
(C) the amount of credit awarded is related to the complexity of the competencies to be achieved;
(5) activities approved by the Department.

(d) Each LEA and approved governing boards of schools are responsible for assuring that all local courses and workshops and independent study activities which do not carry IHE credit meet the standards contained in this Rule.

(e) Agencies which the Department authorizes to administer renewal requirements locally shall adopt a procedure to determine the appropriateness of credit in advance of the renewal activity. In determining appropriateness the agency must consider direct relationship to critical job responsibilities, suitability of the content level and properly established credit for the activity. Each agency must report on participation in and effectiveness of renewal activities as the Department requests.

(f) Persons who hold a North Carolina certificate but who are not currently employed in the public schools or by approved boards may earn renewal credit in college or university credit activities, or local courses and workshops or activities approved by the Department if they are admitted on a space available basis. The Department will determine the appropriateness of the credits on the basis of the direct relationship to the certificate field, the suitability of the content level and properly established credits for the activity.

(g) The Department will approve in advance activities which are not established for certificate renewal by LEAs or which do not carry regular IHE credit, but which are offered for renewal credit.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986;*
*Amended Eff. December 1, 1991.*

**.0308 EXPIRED CERTIFICATES**

All expired certificates are invalid until reinstated. An applicant must earn a minimum of 15 units of appropriate credit during the five-year period immediately preceding the date of application for reinstatement to be eligible for reinstatement. A reinstated certificate is valid for a five-year period which begins from the date of completion of the required credits.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986.*

**.0309 RECIPROCITY IN CERTIFICATION**

Persons who have not completed an approved teacher education program in this state may be eligible for certification by the department at the class "A" level as follows:

(1) graduates of institutions outside the state which are accredited by the National Council for Accreditation of Teacher Education, provided that:
  (a) the applicant seeks certification in his major area(s) of preparation;
  (b) the applicant is recommended by the preparing institution for certification in his major area(s) of preparation;
  (c) the recommendation is supported by an official transcript supplied by the institution; and
  (d) the applicant seeks certification in an area or level of teaching for which the department provides certification.

(2) teachers accepted from other states under G.S. 115C-349 through 115C-358;

(3) graduates who meet the standards developed by the National Association of State Directors of Teacher Education and Certification; and

(4) teacher education graduates of accredited out-of-state institutions who do not meet the requirements of paragraphs (1)-(3) of this Rule, who meet the following criteria:
  (a) The applicant is a graduate of an accredited senior college.
  (b) The department awards certification under this paragraph only to classroom teachers at the bachelor's degree level.
  (c) The department issues a reciprocity certificate, which is a provisional certificate valid for one year. The department will remove the provisional limitation after the person has taught for one school year.
  (d) The certificate covers only the areas and levels in which the applicant holds, or is qualified to hold, an out-of-state certificate.
  (e) A person who holds a reciprocity certificate must satisfy the renewal requirements of Rule .0307 of this Section.
  (f) The applicant must hold or be qualified to hold the highest grade current certificate in the state in which the applicant completed the bachelor's level teacher education program.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986;*
*Amended Eff. March 1, 1990.*

**.0311 TEMPORARY PERMIT**

(a) A candidate for certification who has not met the standard examinations requirement may receive a temporary permit if:

(1) the candidate did not know that a minimum standard examination score was required for certification; and

(2) the candidate has not had the opportunity to satisfy this requirement after becoming aware of it.

(b) A temporary permit is valid for the remainder of the fiscal year during which certification is established. Graduates of in-state approved programs are not eligible for a temporary permit.

*History Note: Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986;*

*Amended Eff. March 1, 1990.*

**.0312 CERTIFICATE SUSPENSION AND REVOCATION**

(a) The SBE may suspend or revoke a certificate issued by the department only for the following reasons:

(1) fraud, material misrepresentation or concealment in the application for certification;

(2) changes in or corrections of the certificate documentation which makes the individual ineligible to hold a certificate;

(3) conviction or entry of a plea of no contest, as an adult, of a crime if there is a reasonable and adverse relationship between the underlying crime and the continuing ability of the person to perform any of his/her professional functions in an effective manner;

(4) final dismissal of a person by a local board pursuant to G.S. 115C-325(e)(1)b., if there is a reasonable and adverse relationship between the underlying misconduct and the continuing ability of the person to perform any of his/her professional functions effectively;

(5) final dismissal of a person by a LEA under G.S. 115C-325(e)(1)e.;

(6) resignation from employment with a LEA without thirty work days' notice, except with the prior consent of the local superintendent;

(7) revocation of a certificate by another state; and

(8) any other illegal or immoral conduct by a person, if there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the person to perform any of his/her professional functions in an effective manner.

(b) Upon the receipt of a written request and substantiating information from any LEA, local superintendent or other person in a position to present information as a basis for the suspension or revocation of a person's certificate, the Superintendent of Public Instruction will conduct an investigation sufficient to determine whether reasonable cause exists to believe that the person's certificate should be suspended or revoked.

(1) If the Superintendent determines that reasonable cause exists to believe that the person's certificate should be suspended or revoked on one or more of the grounds specified in paragraph (a) of this Rule, the Superintendent shall prepare and file written charges with the SBE.

(2) The SBE will review the written charges and determine whether the person's certificate should be suspended or revoked based on the information contained in the written charges. If the SBE determines that the written charges constitute grounds for suspension or revocation, it shall provide the person with a copy of the written charges, and notify the person that it will revoke the person's certificate unless the person, within 30 days of receipt of notice, initiates administrative proceedings under Article 3, Chapter 150B of the General Statutes. The notice will be sent certified mail, return receipt requested.

(3) If the person initiates administrative proceedings the SBE will defer final action on the matter until receipt of a proposed decision as provided for in G.S. 150B-34. If the person does not initiate administrative proceedings within 30 days of receipt of notice, the SBE may suspend or revoke the person's certificate at its next meeting.

(c) The SBE may suspend an individual's certificate for a stated period of time or may permanently revoke the certificate, except as limited by G.S. 115C-325(o).

(d) The SBE may reinstate a suspended or revoked certificate or may grant a new certificate upon application and showing of good cause by the individual. The burden of proving good cause is on the applicant.

(e) The SBE will notify all other states of all actions which involve the suspension, revocation or reinstatement of a certificate.

(f) The SBE will consider requests for reinstatement of revoked certificates. The SBE will not grant any request for reinstatement unless it finds as facts that:

(1) the action that resulted in revocation did not involve abuse of minors; possession, sale or use of controlled substances; moral turpitude or grounds listed in G.S. 115C-325 (e)(1)b. or e.;
(2) the person has no record of subsequent behavior that could have resulted in certificate revocation; and
(3) there is no court order or judicial determination that would prohibit the person from returning to a certificated position.

*History Note:* *Authority N.C. Constitution, Article IX, Sec. 5; G.S. 115C-12(9)a.;*
*Eff. July 1, 1986,*
*Amended Eff. January 1, 1988;*
*ARRC Objection Lodged February 22, 1990;*
*ARRC Objection Removed Eff. March 15, 1990;*
*Amended Eff. November 1, 1990; August 1, 1990.*

## Appendix C: North Carolina Colleges and Universities That Offer Approved Education Programs

### Public Institutions

Appalachian State University
College of Education
Boone, North Carolina 28607
704-262-2232

East Carolina University
School of Education
Greenville, North Carolina 27834
919-757-6172

Elizabeth City State University
Division of Education
Elizabeth City, North Carolina 27909
919-335-3298

Fayetteville State University
School of Education
Fayetteville, North Carolina 28301
919-486-1265

North Carolina A&T State University
School of Education
Greensboro, North Carolina 27411
919-334-7757

North Carolina Central University
School of Education
Durham, North Carolina 27707
919-560-6466

North Carolina State University
College of Education and Psychology
Raleigh, North Carolina 27695
919-515-5524

Pembroke State University
Department of Education
Pembroke, North Carolina 28372
919-521-6455

University of North Carolina at Asheville
Department of Education
Asheville, North Carolina 28801
704-251-6420

University of North Carolina at Chapel Hill
School of Education
Chapel Hill, North Carolina 27599
919-966-7000

University of North Carolina at Charlotte
College of Education
Charlotte, North Carolina 28223
704-547-4707

University of North Carolina at Greensboro
School of Education
Greensboro, North Carolina 27412
919-334-5100

University of North Carolina at Wilmington
School of Education
Wilmington, North Carolina 28403-3297
919-395-3350

Western Carolina University
School of Education & Psychology
Cullowhee, North Carolina 28723
704-227-7311

Winston-Salem State University
Division of Education
Winston-Salem, North Carolina 27110
919-750-2370

## Nonpublic Institutions

Barber-Scotia College
Division of Education
Concord, North Carolina 28025
704-786-5171, Extension 425

Barton College
Department of Education
Wilson, North Carolina 27893
919-399-6431

Belmont Abbey College
Department of Education
Belmont, North Carolina 28012
704-825-6838

Bennett College
Division of Education
Greensboro, North Carolina 27420
919-370-8698 or 370-8672

Campbell University
School of Education
Buies Creek, North Carolina 27506
919-893-4111, Extension 6000

Catawba College
Division of Teacher Education
Salisbury, North Carolina 28144
704-637-4461

Davidson College
Department of Education
Davidson, North Carolina 28036
704-892-2130

Duke University
Program in Education
Durham, North Carolina 27708
919-684-3924

Elon College
Division of Education
Elon College, North Carolina 27244
919-584-2355

Gardner-Webb College
Department of Education
Boiling Springs, North Carolina 28017
704-434-2361

Greensboro College
Division of Education
Greensboro, North Carolina 27401
919-272-7102

Guilford College
Education Studies Department
Greensboro, North Carolina 27410
919-316-2270

High Point University
Department of Education
High Point, North Carolina 27262
919-841-9229

Johnson C. Smith University
Department of Education
Charlotte, North Carolina 28216
704-378-1063

Lees-McRae College
Division of Education
Banner Elk, North Carolina 28064
704-898-5241

Lenoir-Rhyne College
Department of Education
Hickory, North Carolina 28603
704-328-7196

Livingstone College
Department of Education
Salisbury, North Carolina 28144
704-638-5600

Mars Hill College
Division of Education
Mars Hill, North Carolina 28754
704-689-1204

Meredith College
Department of Education
Raleigh, North Carolina 27611
919-829-8340

Methodist College
Department of Education
Fayetteville, North Carolina 28311
919-630-7060

Montreat-Anderson College
Teacher Preparation
Montreat, North Carolina 28757
704-669-8011

North Carolina Wesleyan College
Department of Education
Rocky Mount, North Carolina 27804
919-985-5100

Pfeiffer College
Department of Teacher Education
Misenheimer, North Carolina 28109
704-463-1360

Queens College
Department of Education
Charlotte, North Carolina 28274
704-337-2200

Saint Andrews Presbyterian College
Department of Education
Laurinburg, North Carolina 28352
919-277-5340, extension 339

Saint Augustine's College
Division of Education
Raleigh, North Carolina 27610
919-828-4451

Salem College
Department of Education
Winston-Salem, North Carolina 27108
919-721-2658

Shaw University
Division of Education
Raleigh, North Carolina 27611
919-546-8371

Wake Forest University
Department of Education
Winston-Salem, North Carolina 27109
919-759-5341

Warren Wilson College
Education Department
Swannanoa, North Carolina 28778
704-298-3325, extension 274

Wingate College
School of Education
Wingate, North Carolina 28174
704-233-8075

## Consortium-Based Teacher Education Programs

Metrolina Education Consortium
Charlotte, North Carolina 28230
704-542-2819

Winston-Salem/Forsyth Consortium
Winston-Salem, North Carolina 27102
919-727-2374

## Appendix D: 'Certification Forms

| Form | Title |
|---|---|
| 1 | Application for Initial Certification |
| 1-B | Subsequent Application for Certification |
| 6 | Professional School Experience Verification Form |
| 6-A | Application for Nonteaching Experience Credit |
| 7 | Certification of Armed Service Record |
| C-02 | Vocational Education Certification Instructions |
| C-03 | North Carolina Reciprocity Plans |
| C-04 | North Carolina Professional Certification Testing Requirements |
| C-5A | Memorandum to Individuals Regarding Initial Status |
| C-07 | Certificate Renewal/Reinstatement Requirements |
| C-09 | Certification Codes and Interpretations |
| C-11 | Application for Adding In-Field Certification |
| C-13 | Lateral Entry Certification Request |
| C-14 | North Carolina Certification Program Recommendation Form for Professional School Personnel |
| IHE-01 | North Carolina Recommendation for Professional School Personnel |
| IHE-01a | North Carolina Approved Program Student Advisement Documentation |
| IHE-01b | North Carolina Local Education Agency Evaluation of Student Teaching/Interning Performance |

| | |
|---|---|
| IHE-02 | Out-of-State Institutional Recommendation for Professional School Personnel |
| LEA-02 | Request for Certification in Vocational Education |
| LEA-03 | Request for Placement on the Graduate, Advanced, or Doctoral Salary Schedule |
| LEA-04 | North Carolina Modified Certification Program Recommendation for Professional School Personnel |

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

Form 1
Revised 12/92

# APPLICATION FOR INITIAL CERTIFICATION

Instructions for completing this application are found on the inside pages.
Follow these instructions carefully. *Please print.*

☐ Check if employed in NC  LEA _____  Personnel _____

First Name _____  Middle Name _____  Maiden Name _____  Last Name _____

Social Security Number ☐☐☐-☐☐-☐☐☐☐  Telephone Number ☐☐☐-☐☐☐-☐☐☐☐

P.O. Box or Street _____  City _____  State _____  Zip Code _____

Marital ☐
S-Single
M-Married
W-Widowed
D-Divorced
A-Separated

Race ☐
I-American Indian
A-Oriental
B-African American
H-Hispanic
W-Caucasian

Sex ☐
M-Male
F-Female

Date of Birth _____
MM/DD/YY

## STATEMENT OF APPLICANT

Have you ever had a certificate revoked by North Carolina or any other state? Yes____No____ If the answer is yes, attach a statement giving full details.
Have you ever been convicted of a felony or crimes other than minor traffic offenses? Yes____No____ If the answer is yes, give the date, name of the offense, the trial court including city and state, and any other pertinent information on a separate sheet.
I certify that the information provided in this application is correct and true. I understand that the falsification of any statement will result in the revocation of my North Carolina teacher's certificate.

_____  _____
Applicant's Signature  Date

Please complete the following:
a. Certification area(s) sought _____
b. Have you taken the NTE Programs Professional Knowledge test (Yes or No) _____ and specialty area? (Yes or No)_____. If yes, score report(s) should be enclosed with this application.

(DO NOT WRITE IN SPACES BELOW)

SAT M ☐☐ Y ☐☐ VERBAL ☐☐☐ MATH ☐☐☐ GRE M ☐☐ Y ☐☐ V ☐☐☐ Q ☐☐☐ A ☐☐☐

NTE CS SCORE ☐☐☐ GK SCORE ☐☐☐ PK & DATE SCORE ☐☐☐ M ☐☐ Y ☐☐ SP AREA AREA ☐☐ SCORE ☐☐☐ M ☐☐ Y ☐☐

| PGM | AREA | CLASS | EXP | *CERTIFIED AREAS* | PGM | AREA | CLASS | EXP |
|---|---|---|---|---|---|---|---|---|
| ☐☐ | ☐☐☐☐☐ | ☐☐☐ | ☐☐ | | ☐☐ | ☐☐☐☐☐ | ☐☐☐ | ☐☐ |
| ☐☐ | ☐☐☐☐☐ | ☐☐☐ | ☐☐ | | ☐☐ | ☐☐☐☐☐ | ☐☐☐ | ☐☐ |
| ☐☐ | ☐☐☐☐☐ | ☐☐☐ | ☐☐ | | ☐☐ | ☐☐☐☐☐ | ☐☐☐ | ☐☐ |
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*EDUCATION*

| | | LV | INSTITUTION | GRAD | LV | INSTITUTION | GRAD |
|---|---|---|---|---|---|---|---|
| EFF | ☐☐☐☐☐☐ | ☐ | ☐☐☐☐☐☐ | ☐☐☐☐ | ☐ | ☐☐☐☐☐☐ | ☐☐☐☐ |
| EXP | ☐☐☐☐☐☐ | ☐ | ☐☐☐☐☐☐ | ☐☐☐☐ | ☐ | ☐☐☐☐☐☐ | ☐☐☐☐ |

# Instructions

COMPLETING FORM 1

1. **Name & Social Security Number.** List complete name. The applicant must secure a social security number before making application. The social security number serves as the certificate number for identification purposes.
2. **Address.** The address provided on the application will be the address to which the initial certificate will be mailed. A complete address, including zip code, is required.
3. **Date of Birth.** Indicate month, day, and year.
4. **MARITAL STATUS, RACE, AND SEX.** Indicate in the appropriate block the status for each of these categories. This information is requested for statistical purposes only and does not in any way affect the certificate. None of this information appears on the certificate. The racial and ethnic categories are defined as follows:
   - American Indian, Eskimo, or Aleut. A person who has origins in any of the original peoples of North America and maintains cultural identification through tribal affiliation or community recognition.
   - Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This category includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
   - Black. A person having origins in any of the black racial groups of Africa.
   - Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.
   - White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
5. **APPLICANT'S STATEMENT.** Individuals must answer questions and sign the applicant's statement before certification action will be taken. A "yes" answer does not automatically exclude the issuance of a certificate. The applicant's signature certifies that the information provided is correct and true. Any falsification of statements or falsified documentation is grounds for certificate revocation.

The lower portion of the front page is for use by the certification office. PLEASE DO NOT WRITE IN THIS SECTION.

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The applicant is fully responsible for providing all official documents to support an application for certification.

**NORTH CAROLINA APPROVED PROGRAM EDUCATION GRADUATES.** Approved program graduates apply through their School of Education. The college/university recommending official should compile the necessary documentation and processing fee for submission to the Certification Section. The normal documentation required for in-state graduates is

1. Initial Application (Form 1) or CPC (Candidate for Professional Certification) form
2. NC Recommendation for Professional School Personnel (Form IHE-O1) or CPC
3. NC Approved Program Student Advisement Documentation, including NTE scores (Form IHE-O1a)
4. NC Local Education Agency Evaluation of Student Teaching Performance (IHE-O1b)
5. Undergraduate transcript indicating degree and date requirements were completed (graduate transcript as applicable)
6. A CERTIFIED CHECK OR MONEY ORDER for $30 payable to the DEPARTMENT OF PUBLIC INSTRUCTION (cash and personal checks are not acceptable).

Budget Code: 0810 4352000 140049250000

**OUT-OF-STATE/OTHER APPLICANTS.** The application and all supporting documentation should be submitted by the applicant as a complete package. Certification documents will be microfilmed and then destroyed unless return of these documents is requested. A self-addressed, stamped envelope must be enclosed to have documents returned. The application should contain the following:

1. Initial Application (Form 1).
2. Recommendation from the institution where the education program was completed (Form IHE-02) and/or legible copies of any certificates held (copied front and back with official code interpretation).
3. Original transcripts (or unaltered, legible copies) of all degree work and postdegree credits (transcripts must indicate degree and date earned). Grade reports are *not* acceptable.
4. Verification of teaching experience (Form 6). Use a separate form for each former employer. The form may be copied as needed. Form 6 is not required if there is no experience to claim. All claims for experience should be submitted with the initial application, or additional processing fees may be charged.
5. Official scores of the NTE or Graduate Record Examination (or unaltered, legible copies). See NTE Requirements enclosed. NTE or GRE scores *may be submitted separately* if they are not available at the time other documentation is sent.
6. A CERTIFIED CHECK OR MONEY ORDER for $30 payable to the DEPARTMENT OF PUBLIC INSTRUCTION (cash or personal checks are not acceptable). If additional documentation is submitted after the initial application has been processed, another fee of $30 will be required. When NTE or GRE scores are submitted separately from the initial application, however, the additional fee is not required.

---

**NORTH CAROLINA RECIPROCITY PLANS.** Education programs in out-of-state institutions are *recognized to the extent that they are equivalent* to North Carolina's standards and guidelines. The State recognizes four education and certification reciprocity approaches:

1. reciprocity based on accreditation by the National Council for the Accreditation of Teacher Education (NCATE).
2. reciprocity based on Interstate Contracts.
3. reciprocity based on completion of an education program that follows the standards of the National Association of State Directors of Teacher Education and Certification (NASDTEC).
4. reciprocity based on programs not accredited by NCATE or approved through the interstate contracts or the NASDTEC plan. (A one-year certificate under this reciprocity plan may be issued to a graduate of an education program in another state if the individual qualifies to hold the regular bachelor's degree level certificate issued by that state.)

---

State testing requirements are permitted under the reciprocity contracts. Therefore, in order to qualify for North Carolina initial certification, NTE requirements must be met.

Send applications with fee to:
Department of Public Instruction
Cash Management
301 N. Wilmington Street
Raleigh, NC 27601-2825.

Send documents without fees to:
Department of Public Instruction
Certification Section
301 N. Wilmington Street
Raleigh, NC 27601-2825.

RECORD OF PREPARATION: SEE ITEM 3 UNDER OUT-OT-STATE/OTHER APPLICANTS INSTRUCTIONS.

| COLLEGES | ADDRESS(CITY AND STATE) | DATES ATTENDED | DEGREE |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## Professional Certification Assistance Line

**919-733-0377**

The Professional Certification Assistance Line is a computerized system through which individuals receive general information about certification policies and procedures via touch-tone telephone.

By connecting with the Professional Certification Assistance Line, callers can

request forms and packets for
- initial certification
- certificate renewal
- upgrades in certification level
- NTE requirements

listen to information about
- how to apply for North Carolina certification
- initial certificates
- statement of eligibility for certification
- certificate renewal
- upgrades in certification level
- NTE requirements

find out
- the status of a certification request (whether complete documentation and processing fee have been received)
- their certificate status (current or expired; initial, continuing, or provisional)
- the expiration date of their certificate
- their years of teaching experience

make direct contact with a staff member.

The Professional Certification Assistance Line is provided for the benefit of anyone interested in North Carolina teacher certification as well as for educators who already hold North Carolina certification. Your use of this line will help the Certification Section, North Carolina Department of Public Instruction, serve you better.

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

FORM 1-B
REVISED 12/92

# SUBSEQUENT APPLICATION FOR CERTIFICATION OF NORTH CAROLINA PROFESSIONAL SCHOOL PERSONNEL

*(Instructions for completing this application are on the back of this page.)*

## A. IDENTIFICATION

Name _____

(Write name exactly as shown on your present certificate.)

## B. CURRENT PERSONAL DATA

Name _____
Last First Middle Maiden

Address _____
P.O. Box or Street City State Zip

Social Security Number
_____

Date of Birth
___/___/___
Mo. Day Yr.

Marital Status ( )
S - Single
M - Married
W - Widowed
D - Divorced
A - Separated

Race ( )
I - Am. Indian
A - Oriental
B - African-American
H - Hispanic
W - Caucasian

Sex ( )
M - Male
F - Female

## C. ACTION REQUESTED

Information should be completed with a clear indication of the action you expect the State to take. Complete documentation to support the action must be supplied. Documentation is not required for a change of name due to marriage or the issuance of a duplicate certificate. If the action requested is based on a program completed at and approved by an institution of higher education, the appropriate recommendation form must be properly completed by the institution and attached with a transcript of the earned credit (grade reports are not accepted).

Type Action Requested: _____
Example: Name Change, Duplicate, Higher Classification, Additional Area, etc.

Documentation to Support Application _____
Transcript, Verification of Experience, Legal Papers, etc.

## D. APPLICANT'S STATEMENT

Have you ever had a certificate revoked by a state? Yes ___ No ___ If the answer is yes, attach a statement giving full details.

Have you ever been convicted of a felony or crimes other than minor traffic offenses? Yes ___ No ___ If the answer is yes, give the date, name of the offense, the trial court (including city and state), and any other pertinent information on a separate sheet.

*I hereby certify that the information given in this application is correct and true. I understand that the falsification of any statement on this application will constitute grounds for revocation of my North Carolina teacher's certificate.*

_____ _____
Applicant's Signature Date

_____ _____ _____
Superintendent's Signature (when applicable) School System Date

## INSTRUCTIONS

**This application form must be completed for certification requests that require a processing fee:**

1. duplicate certificate
2. name change
3. adding an area to an existing certificate
4. raising a certificate to a higher classification
5. a change in experience rating
6. renewal of a certificate.

**The applicant is fully responsible for establishing all official documentation to support this application. That documentation, along with the completed application and $30 fee (cashier's check or money order made payable to the N.C. Department of Public Instruction), should be mailed to:**

Department of Public Instruction
Cash Management
301 N. Wilmington Street
Raleigh, NC 27601-2825.

**This form should also be used for certification requests that do not require the processing fee:**

1. correcting an error in a person's name when the error was made by the Certification Section
2. supplying personal data for the State records when no certificate is to be issued
3. requesting a name change due to marriage for persons employed with the North Carolina public schools (must include the employing superintendent's or designee's signature and the school system unit number).

**Completed applications and supporting documentation should be mailed to:**

Department of Public Instruction
Certification Section
301 N. Wilmington Street
Raleigh, NC 27601-2825.

**Certification records are established using an individual's complete legal name, including maiden and married names. Do not request that the name on a record be changed to correspond to a name shown on the social security card or to a name you are called. If a name has been changed by legal action, a copy of the court order must be attached to this request.**

**The social security number is the numeric identification used on all certificates issued by the State of North Carolina. The Certification Section will not issue a certificate without the social security number. Be certain that your social security number is given correctly on this form. An additional processing fee is charged to change an incorrectly submitted social security number.**

**Personal data other than an individual's name and social security number do not appear on the certificate and are collected for statistical purposes only.**

**Budget Code: 0810 4352000 140049250000**

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

Form 6
Revised 2/93

# Professional School Experience Verification Form

Explanation of qualifying experience and instructions for completing this form are found on the reverse side of this sheet.

Employee's Name_____ Social Security Number _____

Address_____

**To Be Completed by the Employer:**
Use one line for each academic year or continuous period of employment. Do not include leave of absence periods.

| School District or Institution<br>Please check:<br>Public_____ Private_____ | State | Dates of Service | | Days in Full Contract Year | Contract Days Employed | Total Hours Per Week | Position Title |
|---|---|---|---|---|---|---|---|
| | | From Mo./Day/Yr. | To Mo./Day/Yr. | | | | Teacher (specify grade and subject taught), Counselor, Supervisor, Principal, Superintendent. Instructional Teaching Assistant (specify percent of time spent daily in instructional teaching responsibilities). |
| | | | | | | | |
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I certify that the above listed verification of professional experience omits leave of absence periods. I further certify that all information listed above is complete and correct according to the official records on file in the school system or institution providing this verification of employment.

_____ _____
Signature of Superintendent or Authorized Official | School District or Institution

_____ _____ _____
Title | Date | City, State, & Zip Code

111

## Instructions

**The applicant should complete the top portion of this form and send it to previous employer(s) for employment information and verification. A SEPARATE FORM SHOULD BE SENT TO EACH FORMER EMPLOYER. If Form 6 is submitted as a separate application to update experience, a processing fee of $30 (cashier's check or money order made payable to the N. C. Department of Public Instruction) is required. It should be mailed to Cash Management, Department of Public Instruction, 301 N. Wilmington Street, Raleigh, N.C. 27601-2825.**

112

## Explanation of Qualifying Experience and Calculation of Experience

1. A year of experience in a school unit is defined as full-time work in payroll status of not less than six calendar months within one fiscal year (July 1 to June 30), excluding experience in a one-teacher private school.

2. Effective July 1, 1969, two years of part-time work in a school unit on payroll status at not less than one-half time (three hours or more per day, five days per week) for six calendar months or more during a fiscal year may be combined for a salary increment at the beginning of the next year.

3. Effective July 1, 1969, full-time work of less than six calendar months within a fiscal year on payroll status in a school unit may be combined with full-time experience of less than six calendar months from another fiscal year, thereby adding an additional experience increment at the beginning of the new school year.

4. Under full-time equivalency, effective July 1, 1975, part-time (three hours or more per day, five days per week) or full-time work on payroll status from prior fiscal years can qualify a person for an experience increment. Such experience must be the equivalent of six months of full-time employment for each increment granted. More than six months of experience in any one fiscal year will not count as additional experience.

5. Service as a tutor, clerical paraprofessional, or substitute teacher is not recognized for experience credit.

6. Service as an instructional teaching assistant can be used to establish experience increments only if that service occurred after an individual was qualified for certification. One increment is awarded for the first year of experience and one for each two years thereafter. The applicant must provide documentation from the employer that the instructional teaching assistant experience was full-time service in a classroom with school age schildren and that actual instructional teaching responsibilities made up a minimum of fifty percent of daily activities.

7. Experience credit for a single year served in two or more school administrative units is allowed unless the Superintendent of Public Instruction has been advised that the person's contract was willfully breached during the school year.

8. Properly documented professional experience in an out-of-state school unit is creditable under the same criteria as in-state experience.

9. Professional level public agency or private sector experience can qualify for experience increments (one year for each twelve months of employment) if the experience is directly related to the certification held. For example, a person certified in science or chemistry could be awarded one experience increment for twelve calendar months of work as a chemist. To be creditable, experience must be earned after completion of formal training or degree programs necessary to perform the required duties and responsibilities of a position. Applicants must document duties and level of responsibility on Form 6-A, Application for Nonteaching Experience Credit. Only creditable work experience earned after age eighteen is considered.

10. College teaching experience is calculated according to the following rules: The minimum for one-half time employment is two courses (equivalent to six semester hours or six class hours), and the minimum for full-time employment is four courses (equivalent to twelve semester hours or twelve class hours).

11. Creditable vocational/technical work experience can qualify for experience increments (one year for each twelve months of employment) if the experience is directly related to the vocational certification area held. To be creditable, experience must have been earned after an individual completed formal training (technical or college degrees or other diploma programs necessary to perform required duties and responsibilities). Only creditable work experience earned after age eighteen can be considered for either the work experience requirement or experience increments.

110

Form 6-A
Revised 12/92

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

## APPLICATION FOR NONTEACHING EXPERIENCE CREDIT

INSTRUCTIONS: Read the back of this sheet before filling in the application. Send a separate form to each employer, who must verify the information by signature at the bottom of the page. A processing fee of $30 (cashier's check or money order made payable to the N.C. Department of Public Instruction) is required if this application is being submitted separately to update experience. Mailing instructions are on the back of this page.

Name_____
Last First Middle Maiden

Address_____
Street or P.O. Box City State Zip Code

Social Security Number _____

Type of Experience (Show number of years claimed):
( ) Full-time work experience of 8 hours or more per day, 5 days per week.
( ) Part-time work experience of 20 hours or more per week.

I was employed in a nonteaching position as indicated below. (Failure to include all information may invalidate the claim for experience credit.)

| Beginning Employment Date Month/Day/Year | Ending Employment Date Month/Day/Year | Employer | Total Hours Per Week | Description of Work Assignment | Total Months Employed for Each Calendar Year |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

I certify that the information provided on this application is correct and true. I understand that the falsification of any information on this application may invalidate the claim for experience and will constitute grounds for revocation of my North Carolina teacher's certificate.

_____ _____
Applicant's Signature Date

CERTIFICATION BY EMPLOYER: (Please correct inaccuracies or include any missing information.) I certify that according to the records in my office or at my disposal the information above is correct.

_____ _____
Signature of Employer City and State

_____
Date

## VOCATIONAL WORK EXPERIENCE

Creditable vocational/technical work experience can qualify for experience increments (one year for each twelve months of employment) if the experience is directly related to the vocational certification area held. Creditable experience must have been earned after an individual completed formal training; i.e., technical/college degrees, other diploma programs necessary to perform required duties and responsibilities. Only creditable work experience earned after age eighteen can be considered for either the work experience requirement or experience increments.

## PROFESSIONAL NONTEACHING WORK EXPERIENCE

Creditable professional level public agency or private sector experience can qualify for experience increments (one year for each twelve months or employment) if the experience is directly related to the certification held. Creditable experience is experience earned after individuals complete formal training degree programs necessary to perform the required duties and responsibilities of the work experience. Only creditable work experience earned after age eighteen is considered.

EXAMPLE: A person certified in science or chemistry could be awarded one experience increment for twelve calendar months of work as a chemist after having earned the eligible degree.

Nonteaching work experience should be verified on Form 6-A. If the level of responsibility and the duties entered under Description of Work Assignment cannot be clearly interpreted, additional clarifying information (e.g., a job description) will be requested from the applicant.

## MAILING INSTRUCTIONS

This application and the $30 fee should be mailed to:

Department of Public Instruction
Cash Management
301 N. Wilmington Street
Raleigh, NC 27601-2825.

Budget Code: 0810 4352000 140049250000

Form #7
Revised 1/93

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

# CERTIFICATION OF ARMED SERVICE RECORD

This will certify that I have personally examined the Armed Service Honorable Discharge* of _____ and that the following facts are found stated therein:

1. Branch of Service (for example, Army, Navy, Marines, Waves, Wacs, Spars, Merchant Marines) _____

2. Date of Honorable Discharge or Separation (Active Service) _____ / _____ / _____
Year Month Day

3. Date of Induction or Enlistment (Active Service) _____ / _____ / _____
Year Month Day

4. Total Time of Active Service _____ / _____ / _____
Years Months Days

_____ _____
Date Superintendent

_____
County/City School System

_____
State

*Record in Office of Registrar of Deeds may be used.

## Salary Increment Credit Based on Military Service

In North Carolina, salary increment credit for active military service experience is based on G.S. 115-151 enacted in 1945 covering military service after September 1, 1940. This statute reads as follows:

"The State Board of Education, in fixing the State Standard Salary schedule for teachers, principals, and superintendents as authorized by law, shall provide that teachers, principals, and superintendents who entered the armed or auxiliary forces of the United States after September 16, 1940, and who left their positions for such service, shall be allowed experience increments for the period of such service as though the same has not been interrupted thereby, in the event such persons returned to the position of teachers, principals, or superintendents in the public schools of the State after having been honorably discharged from the armed or auxiliary forces of the United States." (Emphasis added.)

The North Carolina Attorney General has ruled that individuals who leave teaching or administrative positions and return to those positions following honorable discharge from the armed forces can be granted salary increments for military service experience. This ruling by the attorney general became effective January 29, 1993.

Military service can be established using the form on the reverse side of this sheet or by filing a copy of the military separation (DD214 or equivalent) papers.

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

# VOCATIONAL EDUCATION CERTIFICATION INSTRUCTIONS FOR DIRECTORS OF VOCATIONAL EDUCATION

The following steps are to be used in the selection of individuals for vocational education position(s). REMEMBER: GS 115C-303 stipulates that "[n]o teacher shall be placed on the payroll of a local school administrative unit unless he/she holds a certificate as required by law."

STEP 1. For all teaching positions, a valid North Carolina certificate is required. The certificate area(s) must be appropriate for the teaching assignment.

STEP 2. Refer to the vocational education certification guidelines for minimum provisional requirements when selecting a noncertified individual for employment. Certain prerequisites must be met in this process.

STEP 3. Submit the appropriate certification forms justifying the employment of the individual. The Request for Certification in Vocational Education (Form LEA-02) must be signed by the Vocational Director and the Superintendent or designee.

STEP 4. If the individual selected has a valid North Carolina certificate, but not in the area of employment, Form LEA-02 with supporting documentation should be completed and submitted. If experience is included in the certification requirements, Form 6-A with appropriate verification should also be attached.

STEP 5. If the certification area requires a bachelor's degree, follow the instructions for submitting correct information as outlined on the Initial Application, Form 1.

STEP 6. When a bachelor's degree is not a requirement, the employer should submit the completed Form LEA-02. Include evidence of high school graduation or GED, verification of work experience (if required), license as applicable to the certification area, and a $30 **certified check or money order** made payable to Certification Section.

STEP 7. Mail to: Department of Public Instruction
Cash Management
301 N. Wilmington Street
Raleigh, NC 27601-2825.

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

# NORTH CAROLINA RECIPROCITY PLANS

Reciprocity plans allow educators from outside North Carolina to establish eligibility for certification in this state. Reciprocity applies to the extent that out-of-state education programs are equivalent to North Carolina's standards and guidelines for approved education programs.

In addition to the conditions of reciprocity, certain requirements specific to North Carolina must be met in the certification process. These requirements include the NTE Programs tests, the Initial Certification Program, and current academic credit. They will be identified when an individual is employed with a North Carolina school.

North Carolina recognizes four teacher education and reciprocal certification approaches:

## 1. Reciprocity Based on Accreditation by the National Council for Accreditation of Teacher Education (NCATE)

A graduate of an out-of-state institution that is accredited by NCATE at the time of graduation is eligible for a North Carolina certificate.

## 2. Reciprocity Based on Interstate Agreements

States with similar standards for teachers have contracts to issue certificates on a reciprocal basis. North Carolina has reciprocal contracts with the following states:

| | | |
|---|---|---|
| Alabama | Kentucky | South Carolina |
| California | Maine | Tennessee |
| Connecticut | Maryland | Utah |
| Delaware | Massachusetts | Vermont |
| Florida | New Hampshire | Virginia |
| Georgia | New Jersey | Washington |
| Hawaii | New York | West Virginia |
| Idaho | Pennsylvania | Washington, D.C. |
| Indiana | Rhode Island | |

3. **Reciprocity Based on National Association of State Directors of Teacher Education and Certification (NASDTEC) Standards**

NASDTEC has developed and adopted standards for education programs. These programs are accepted for North Carolina certification when appropriately verified.

NOTE: Some states qualify under the Interstate Agreement and have programs that also adhere to NASDTEC standards.

4. **Reciprocity Based on Programs Not Accredited by NCATE or Approved Through the Interstate Agreement or NASDTEC**

Out-of-state applicants from nonreciprocal states are eligible for provisional certification upon employment in North Carolina if they have completed an education program approved by their state although not accredited by NCATE or based on NASDTEC standards.

FORM C-04
REVISED 12/92

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

# *NORTH CAROLINA PROFESSIONAL CERTIFICATION TESTING REQUIREMENTS*

Pursuant to G.S. 115C-284(c), 115C-296, and 115C-315(d), the State Board of Education has designated the NTE Programs as the standard examinations prerequisite to certification (North Carolina Administrative Procedures Code 2H.1707). NTE requirements are in addition to all other requirements for certification.

All questions concerning NTE test registration or administration should be sent to NTE Programs, Educational Testing Service, CN 6051, Princeton, NJ 08541-6050. The telephone number is (609) 771-7395. Calls are received Monday through Friday from 8:30 a.m. to 9:00 p.m. eastern time.

Examination scores must be properly authenticated and without qualifications, reservations, or irregularities. Any certification action taken as a result of test scores later found to be fraudulent becomes null and void.

## NORTH CAROLINA MINIMUM SCORE REQUIREMENTS (EFFECTIVE 7/1/90)

**Professional Knowledge (PK) Test**

All applicants for initial certification are required to present a minimum score of 646 on the Professional Knowledge test.

**Specialty Area Tests**

A minimum of one satisfactory specialty area test score is required of all applicants for initial certification. (A complete listing of the specialty tests appears on the back of this page.) Eligibility for more than one area of initial certification requires only one specialty area test even if one is offered in each certification area.

Effective July 1, 1989, the State Board of Education adopted an NTE regulation requiring a satisfactory specialty area score for each new area added to existing certification. This requirement does not apply if a specialty test is not available for the area to be added. **Graduate Record Examination (GRE) scores cannot be used when adding areas to existing certification.**

## ELECTIVE ALTERNATIVE TO NTE MINIMUM SCORE REQUIREMENTS

Individuals who qualify for initial certification, other than graduates of North Carolina approved programs at the bachelor's level, may elect to present the following GRE scores in lieu of NTE scores to meet the standard examination requirement (APA 2H.1707). GRE scores cannot be used when adding areas to existing certification.

| GRE Scores Earned Prior to 9/30/77 | |
|---|---|
| Verbal Ability | 390 |
| Quantitative Ability | 400 |

| GRE Scores Earned After 10/1/77 | |
|---|---|
| Verbal Ability | 380 |
| Quantitative Ability | 410 |
| Analytical Ability | 380 |

Educational Testing Service will not send GRE scores directly to the Certification Section, SDPI; therefore, individuals must submit an official GRE score report with their application.

## Specialty Area Examinations - Minimum Score Requirements

| TEST NUMBER | | |
|---|---|---|
| 13 | Art Education (AE) | 520 |
| 34 | Audiology (AUD) | 570 |
| 23 | Biology (BIO) | 510* |
| 03 | Biology and General Science (BGS) | 550 |
| 10 | Business Education (BE) | 550 |
| 24 | Chemistry (CHE) | 460* |
| 07 | Chemistry, Physics and General Science (CPS) | 510 |
| 02 | Early Childhood Education (ECE) | 510 |
| 57 | Earth/Space Science (ESS) | 470* |
| 57 | Earth/Space Science (ESS) - middle grades science | 470* |
| 01 | Education in the Elementary School (EES) | 540 |
| 32 | Education of the Mentally Retarded Students (EMR) | 520 |
| 41 | Educational Leadership: Administration and Supervision (EAS) | 560* ^ |
| 04 | English Language and Literature (ELL) | 510 |
| 04 | English Language and Literature (ELL) - middle grades language arts | 440* |
| 17 | French (FR) | 520 |
| 18 | German (GER) | 470 |
| 55 | Health Education (HE) | 550* |
| 12 | Home Economics Education (HEE) | 540 |
| 20 | Introduction to the Teaching of Reading (ITR) | 520* |
| 31 | Library Media Specialist (LMS) | 570^ |
| 56 | Marketing and Distributive Education (MDE) | 620* |
| 06 | Mathematics (MAT) | 510 |
| 06 | Mathematics (MAT) - middle grades | 490* |
| 11 | Music Education (ME) | 520 |
| 09 | Physical Education (PE) | 550 |
| 26 | Physics (PHY) | 470* |
| 30 | Reading Specialist (RS) | 560^ |
| 42 | School Guidance and Counseling (GC) | 550^ |
| 40 | School Psychologist (SP) | 590* ^ |
| 08 | Social Studies (SS) | 520 |
| 08 | Social Studies (SS) - middle grades | 480* |
| 19 | Spanish (SPA) | 500 |
| 35 | Special Education (Cross Categorical) (SE) | 490* |
| 22 | Speech Communication (SC) | 510 |
| 33 | Speech-Language Pathology (SLP) | 550^ |
| 37 | Teaching Emotionally Disturbed Students (TED) | 590* |
| 36 | Teaching English as a Second Language (ESL) | 520* |
| 27 | Teaching Hearing Impaired Students (THI) | 590* |
| 38 | Teaching Learning Disabled Students (TLD) | 500* |
| 28 | Teaching Visually Handicapped Students (TVH) | 550* |
| 05 | Technology Education (IAE) | 560+ |

* new exams effective 7/1/90
\+ formerly industrial arts education
^ intended for master's and/or advanced level training

## REQUIRED NTE TESTS FOR NORTH CAROLINA CERTIFICATION AREAS
### Professional Knowledge (PK) and Specialty Area Examinations

| Certificate Area Number | Certification Area | Exam Required |
|---|---|---|
| 005 | Counselor | 42 (GC) |
| 006 | School Social Worker | N/A |
| 011 & 012 | School Administrator | PK & 41 (EAS) |
| 026 | School Psychologist | 40 (SP) |
| 076 | Media Coordinator | PK & 31 (LMS) |
| 077 | Instruc. Tech. Spec. - Computers | PK & 41 (EAS) |
| 078 | Media Supervisor | PK & 41 (EAS) |
| 113 | Curriculum-Instructional Spec. | PK & 41 (EAS) |
| | | |
| 014 | Birth through Kindergarten | PK |
| 015 | PreK-K | PK |
| 025 | Elementary | PK & 01 (EES) or 02 (ECE) |
| 76180 | Middle Grades - Language Arts | PK & 04 (ELL) |
| 76200 | Middle Grades - Math | PK & 06 (MAT) |
| 76300 | Middle Grades - Science | PK & 57 (ESS) |
| 76400 | Middle Grades - Social Studies | PK & 08 (SS) |
| 090 | Physical Education | PK & 09 (PE) |
| 096 | Safety & Driver Education | PK |
| 098 | Health Education | PK & 55 (HE) |
| 100 | English | PK & 04 (ELL) |
| 108 | Theatre Arts | PK |
| 109 | Speech | PK & 22 (SC) |
| 110 | English as a Second Language | PK & 36 (ESL) |
| 190 | Reading | PK & 20 (ITR) or 30 (RS) |
| 200 | Mathematics | PK & 06 (MAT) |
| 300 | Science | PK & 03 (BGS) or 07 (CPS) |
| 302 | Earth Science | PK & 57 (ESS) |
| 310 | Biology | PK & 23 (BIO) |
| 320 | Physics | PK & 26 (PHY) |
| 330 | Chemistry | PK & 24 (CHE) |
| 400 | Social Studies | PK & 08 (SS) |
| 405 | Political Science | PK & 08 (SS) |
| 410 | Geography | PK & 08 (SS) |
| 420 | History | PK & 08 (SS) |
| 431 | Economics | PK & 08 (SS) |
| 432 | Sociology | PK & 08 (SS) |
| 433 | Anthropology | PK & 08 (SS) |
| 510 | French | PK & 17 (FR) |
| 520 | Spanish | PK & 19 (SPA) |
| 530 | German | PK & 18 (GER) |
| 580 | Russian | PK |
| 590 | Latin | PK |
| 800 | Music | PK & 11 (ME) |
| 805 | Dance | PK |
| 810 | Art | PK & 13 (AE) |
| 905 | Bible | PK |
| 999 | Junior ROTC | PK |

| Certificate Area Number | Certification Area | Exam Required |
|---|---|---|
| | Exceptional Children | |
| 88001 | Cross Categorical | PK & 35 (SE) |
| 88002 | Severely/Profoundly Handicapped | PK |
| 88003 | Audiology | PK & 34 (AUD) |
| 88004 | Preschool Handicapped | PK |
| 88081 | Mentally Handicapped | PK & 32 (EMR) |
| 88082 | Speech-Lang. Impaired | PK & 33 (SLP) |
| 88083 | Visually Impaired | PK & 28 (TVH) |
| 88084 | Phys. Orthoped. Handicapped | PK |
| 88085 | Behaviorally/Emotionally Handicapped | PK & 37 (TED) |
| 88086 | Specific Learning Disabilities | PK & 38 (TLD) |
| 88087 | Academically Gifted | PK |
| 88088 | Hearing Impaired | PK & 27 (THI) |
| 88099 | Program Administrator | PK & 41 (EAS) |
| | | |
| | Vocational Education | |
| 700 | Agriculture | PK |
| 710 | Home Economics | PK & 12 (HEE) |
| 711 | Vocational Director | PK & 41 (EAS) |
| 720 | Health Occupations Education | PK |
| 730 | Marketing Education | PK & 56 (MDE) |
| 740 | Trade Preparatory Programs | PK |
| 745 | Industrial Cooperative Training | PK |
| 747 | Industry-Education Coordinator | PK |
| 760 | Vocational Business Education | PK & 10 (BE) |
| 761 | Voc. Bus. Ed. - Data Processing | PK & 10 (BE) |
| 770 | Disadvantaged/Handicapped | PK |
| 777 | Career Exploration | PK |
| 820 | Technology Education | PK & 05 (IAE) |

Form C-5A
Revised 12/92

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

TO: _____ DATE: _____

_____ SSN: _____

_____

Your application for certification has been processed. The following deficiencies must be satisfied to clear the status of your certificate.

_____ NTE specialty area test.

_____ Professional Knowledge test of the NTE Core Battery.

_____ Association with an "approved program" education institution to obtain certification in _____.

_____ Ten semester hours or fifteen renewal credits earned within the current five-year period to establish certificate renewal cycle.

**The deficient credit to establish the renewal cycle of your certificate is ____ semester hours or _____ renewal credits. Form C-07 (Certificate Renewal/Reinstatement Requirements) is attached. The credit counted toward renewal is**

_____

_____

_____

_____

_____

a. Credit deficiencies of six semester hours (nine renewal credits) or less must be met before the beginning of the next school year. Certificates with higher credit deficiencies can be extended for one year beyond the expiration date if six semester hours or nine renewal credits have been earned before the beginning of the school year that follows the original expiration date.

b. North Carolina public school employees should contact their employers about appropriate renewal credit.

_____ Participation in and successful completion of a two-year Initial Certification Program (ICP).

A five-year renewal cycle for your North Carolina certification has been established: _____. Renewal requirements must therefore be met by _____. Form C-07 (Certificate Renewal/Reinstatement Requirements) is attached.

Comments: _____

_____

_____

cc: File

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

# CERTIFICATE RENEWAL/REINSTATEMENT REQUIREMENTS

Certificate renewal credit is required to assure that professional personnel periodically update their professional knowledge and technical competency. Continuing certificates are valid for a period of five years and require renewal at the end of each five-year period. Renewal or reinstatement of certificates will be based on ***fifteen*** units or ***ten*** semester hours of renewal credit earned within the current five-year period (State Board of Education policy effective July 1, 1985). Renewal credit can be counted in increments of ***no less than one credit per course***. Renewal credit should be directly related to an applicant's certificate field(s) and/or professional responsibilities.

North Carolina public school systems, as well as nonpublic schools authorized to administer staff development programs, establish official procedures for planning local in-service courses or workshops and official procedures for recording such credits. Personnel employed in North Carolina public schools or nonpublic schools approved by the Department of Public Instruction (DPI) for handling staff development activities must contact their superintendent/headmaster (or designated staff development coordinator) concerning all renewal questions and recording of credits earned.

Persons holding a North Carolina certificate who are ***not*** currently employed in a local public school administrative unit or in an approved nonpublic school in North Carolina may keep their certificates renewed through appropriate activities (listed below). No restrictions exist on the number of renewal credits earned during each five-year cycle through college courses, local workshops, or DPI-approved activities. Any questions concerning appropriateness of credit toward renewal should be addressed to the Certification Section.

1. ***College or University Courses*** - Courses may be taken through any accredited college or university, including technical and community colleges. One quarter hour of credit is the equivalent of one renewal credit. One semester hour of credit is the equivalent of one and one-half (1.5) renewal credits.

2. ***Experience*** - One renewal credit is earned for each year of teaching completed during the five-year renewal cycle. Renewal credit for experience is established by completion of Form 6, Application for Professional Experience Credit.

3. ***Local Courses or Workshops*** - Credit may be earned through any North Carolina school administrative unit or approved board on a space available basis with approval of the local superintendent or governing board. Credit is certified by official documentation from the administrative unit or governing board.

4. ***Activities Approved by the Department of Public Instruction*** - Credit is established by the Division of LEA Personnel Services, Staff Development Section, for activities conducted by the department and other education agencies.

On May 4, 1983, the State Board of Education adopted regulations stating that renewal requirements must be met by June 30 of the year of expiration. If renewal requirements have not been satisfied prior to the expiration date, the following rules apply.

1. Expired certificates must be renewed with fifteen renewal credits or ten semester hours earned within the past five years.

2. If a person has taught two or more years in a public school and has the appropriate renewal credit, the certificate will be issued as continuing.

3. If a person has taught fewer than two years and has completed the appropriate renewal credit, an initial certificate will be issued.

Only a North Carolina employing school system can request a validated certificate for a person with an expired certificate and a deficient number of renewal credits.

## Instructions for Applying for Certificate Renewal/Reinstatement

All credit earned for renewal/reinstatement must be submitted as a packet when the total required credits have been earned. The Certification Section does not accept partial renewal credits. Credit earned at colleges and universities or other schools must be reported on original transcripts. Those issued to students are acceptable; however, **grade reports are not acceptable.** Other credit must be verified by official documentation such as certificates of completion.

Other materials to be included with the application packet are

1. Subsequent Application for Certification (Form 1-B)

2. Application for Professional Experience Credit (Form 6) for previously unreported experience, properly completed and verified by signature of the superintendent/headmaster or former employer

3. Cashier's check or money order in the amount of $30.00 payable to N. C. Department of Public Instruction. (Cash and personal checks are not accepted.)

The complete packet should be mailed to:

N.C. Department of Public Instruction
Cash Management
301 N. Wilmington Street
Raleigh, NC 27601-2825.

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

Form C-09
Revised 12/92

# CERTIFICATION CODES AND INTERPRETATIONS

Certification codes are used on certificates in four columns: Program, Certificate Areas, Class and Experience. The following information is the interpretation of these codes.

COLUMN 1 - PROGRAM CODE: A two-digit program code is established for all certificate areas.

The first digit indicates the following limitations.

0 _ Continuing Certification. All limitations have been removed. Renewal required by expiration date.
1 _ Provisional Certification. Requires completion of regulations specified for codes 4, 5, and 7.
2 _ Provisional Certification. Valid only for the fiscal year following "date effective."
3 _ Provisional Conditioned Certification. Temporary deficiencies must be satisfied with required credit prior to the beginning of the following school year.
4 _ Temporary Permit. Valid for one year only as specified by State Board of Education regulations 7/22/88. Completion of NTE regulation required to continue beyond the certificate expiration date.
5 _ Initial Certification (Inactive Employment Area). Employment in this area requires notification from the employer to the Certification Section for activation. (Verification of employment is automatic for North Carolina Public School employees by the 408 Personnel Update Process.)
6 _ Provisional Permit. Valid for one year. Requires completion of regulations specified for codes 4 and 7.
7 _ Provisional Certification. Requires completion of renewal requirements; 10 semester hours/15 renewal credits. A minimum of 6 semester hours or 9 renewal credits during the current year is required to extend. The remaining credits must be completed during the second school year.
8 _ Initial Certification (Active Employment Area). Valid for initial employment in North Carolina. Will convert to continuing certification upon successful completion of the North Carolina Initial Certification Program.
9 _ Initial Provisional Certification. Requires completion of regulations specified for code 7 and Initial Certification Program Requirements.
L _ Initial Provisional Lateral Entry Certification. Valid for one year and renewable under provisional regulations. Will convert to continuing certification upon completion of an approved teacher education program and successful completion of the North Carolina Initial Certification Program.
V _ Initial Provisional Conditioned Certification. Valid for current school year and renewable under provisional regulations. Will convert to continuing certification upon completion of required credit, NTE Professional Knowledge Exam, and successful completion of the North Carolina Initial Certification Program.
E _ Statement of Eligibility for Certification. Eligible to receive a certificate for at least one school term. Certificate issuance is contingent upon verification of employment at which time any deficiencies for continuing certification are identified.

The second digit identifies the program of preparation which is the basis for issuance of the certificate:

_1 Recommendation for certification by an accredited North Carolina institution based on the completion of an "Approved Teacher Education Program."
_2 Completion of requirements for certification but not a program identified by Codes 01, 03, 04, 06, 08, 09.
_3 Reciprocity certification based on NASDTEC approved program.
_4 Reciprocity certification issued under an Interstate Certification Contract.
_5 Completion of special requirements for certification in vocational education or vocational explorations. This certificate is limited to employment in the area(s) of certification shown.
_6 Reciprocity certification based on completion of an NCATE "Approved Teacher Education Program."
_8 Reciprocity based on programs not accredited by NCATE, NASDTEC, or the Interstate Certification Contracts. Successful completion of the North Carolina Initial Certification Program through employment required to continue certificate.
_9 Endorsement issued under certification regulations adopted by the State Board of Education 5/4/83.
_L Issued to non-teacher education graduates under Lateral Entry certification regulations adopted by the State Board of Education 8/7/85.
_M Completion of certification requirements based on verification of competencies by a state board approved alternative certification process. Adopted by the State Board of Education 1/10/91.
_E Eligibility for certification established by reciprocity. Issuance of the certificate is contingent upon employment and notification of a North Carolina school system.

COLUMN 2-CERTIFICATE AREAS

Special Service Personnel
(Not valid for Teaching)

011 School Administrator - Superintendent***
012 School Administrator - Principal**
113 Curriculum Instructional Specialist**
077 Instructional Technology Specialist - Computers**
078 Media Supervisor**
711 Vocational Director**
88099 Program Administrator (Exceptional Children)**
005 Counselor**
006 School Social Worker
008 Mentor
026 School Psychologist***

Elementary
014 Birth through Kindergarten
015 Pre-K/K Add-on (issued in conjuntion to Elementary or Home Economics)+
020 Elementary - Graduate (Grades 1-8)*
021 Primary (Grades 1-4)*
022 Grammar (Grades 4-8)*
023 Early Childhood Education (Grades K-4)*
024 Intermediate (Grades 4-8)*
025 Elementary Education (Grades K-6)
78-000 Middle Grades (Last three digits show subject)
Le 78-300 Middle Grades Science (Grades 6-9)
78180 Middle Grades Language Arts
(Language Arts issued for Middle Grades only)
16-000 Elementary Second Language Endorsement (Last three digits show language) I.e. 16-521 "Spanish Endorsement". Must attach to an Elementary area such as 025 and is valid for full-time assignment in grades 8 and below. +

Secondary Areas (Grades 9-12)

100 English
200 Mathematics
300 Science++
302 Earth Science
303 Physical Science*
310 Biology
320 Physics
330 Chemistry
400 Social Studies++
405 Political Science
410 Geography
420 History
431 Economics
432 Sociology
433 Anthropology
510 French
520 Spanish
530 German
580 Russian
590 Latin
600 Business Education
601 Basic Business*
905 Bible
16-000 Endorsements+ (Last three digits indicate subject) I.e. 16-200 "Math Endorsement" only valid for teaching in less than half-time assignments.
18079 Computer Education Endorsement only. No full certification issued in computer education.
18434 Psychology Endorsement only. No full certification issued in psychology.
18825 Principles of Technology Endorsement only.
No full certification issued in principles of technology.

Special Subject Areas (Grades K-12)

| | |
|---|---|
| 074 | Instructional Technology Specialists - Telecommunications |
| 075 | Associate Media Coordinator* |
| 076 | Media Coordinator** |
| 090 | Physical Education |
| 096 | Safety and Driver Education |
| 097 | Health Education |
| 098 | Health Specialist |
| 108 | Theater Arts |
| 109 | Speech |
| 110 | English as a Second Language |
| 190 | Reading |
| 511 | French |
| 521 | Spanish |
| 531 | German |
| 581 | Russian |
| 800 | Music |
| 805 | Dance |
| 810 | Art |
| 88001 | Cross Categorical (Mild-Moderate Handicapped) (CC) |
| 88002 | Severely/Profoundly Handicapped (SP) |
| 88003 | Audiology (AD) ** |
| 88004 | Preschool Handicapped (PS) (Prekindergarten age group) |
| 88081 | Mentally Handicapped (MH) |
| 88082 | Speech-Language Impaired (SI)** |
| 88083 | Visually Impaired (VI) |
| 88084 | Physically/Orthopedically Handicapped (PH)* |
| 88085 | Behaviorally/Emotionally Handicapped (BEH) |
| 88086 | Specific Learning Disabilities (LD) |
| 88087 | Academically Gifted (AG)+ |
| 88088 | Hearing Impaired (HI) |
| 88089 | Hospitalized Homebound * |
| 999 | Junior ROTC |

Vocational Education

| | |
|---|---|
| 700 | Agriculture |
| 701 | Agriculture Technology * |
| 710 | Home Economics |
| 720 | Health Occupations Education |
| 730 | Marketing Education |
| | Trade Preparatory Programs |
| 74010 | Auto Body Repair |
| 74015 | Automotive or Diesel Repair |
| 74020 | Cabinetmaking/Furniture |
| 74025 | Carpentry |
| 74030 | Cosmetology |
| 74035 | Electrical Trades |
| 74040 | Electronics |
| 74045 | Graphics & Industrial Communications (Printing) |
| 74050 | Industrial Maintenance |
| 74055 | Masonry |
| 74060 | Mechanical System (Heating, Air Conditioning, Refrigeration or Plumbing) |
| 74065 | Metals Manufacturing (Machine Shop) |
| 74070 | Technical Drafting |
| 74075 | Textiles |
| 74080 | Welding |
| 74095 | Specialized |
| 745 | Industrial Cooperative Training |
| 747 | Industry Education Coordinator |
| 760 | Vocational Business Education |
| 761 | Vocational Business Education-Data Processing |
| 770 | Handicapped/Disadvantaged |
| 777 | Career Exploration |
| 820 | Technology Education |

COLUMN 3-LEVELS OF PREPARATION

| | |
|---|---|
| A,VA,PVA,SWA | Bachelor's Degree |
| G,SG,VG,P,S,CG,SWG | Master's Degree |
| AP,ASG,AS,AG,ACG,AWG,AVG | Sixth Year (Advanced) |
| DAP,DG,DAS,DVG,DSG,DCG,DWG,DA | Doctor's Degree |
| PV,V | Rating below class A |

COLUMN 4 - This column indicates, as of the date the certificate was issued, the years of experience credited to each certification area. This experience rating will not always show total years of service in North Carolina public schools due to credit for out-of-state service, public agency service,etc.

Each individual is responsible for knowing about and satisfying the certificate renewal requirements. Failure to renew a certificate causes an individual to be ineligible for employment. The North Carolina employer should be contacted for the latest renewal information.

| | |
|---|---|
| * | Initial certificates cannot be established in these areas. Currently held certificates are valid for employment. |
| ** | Initial certificates issued based on minimum master's level preparation. |
| *** | Initial certificates issued based on minimum 6th year level preparation. |
| + | Cannot be issued unless fully certified in another area. |
| ++ | Endorsement not issued in this area. |

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

FORM C-11
REVISED 12/92

# APPLICATION FOR ADDING IN-FIELD CERTIFICATION

(Use this form for all areas except Driver Education or Vocational Education.)

**Section I:** *INFORMATION CONCERNING APPLICANT* (Please read instructions before completing this form.)

Administrative Unit Name | Code Number | Social Security Number

Last Name | First Name | Middle Name

**SECTION II: OUT-OF-FIELD AREA(S)**

**SECTION III: BASIS FOR CERTIFICATION**

| Date Completed | College Credits/Workshops | Credit(s) | Administrative Unit or College |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

COMMENTS:

To the best of my knowledge and belief, the above information is correct and the individual named herein is competent to teach in the areas assigned.

Signature of Superintendent or Designee and Title | Date

## INSTRUCTIONS

This application is to be used only to add "in-field" certification to the certificate of a currently employed teacher assigned out-of-field. This form is not to be used to add certification for any vocational area or driver education. The Certification Manual provides information on requirements for adding areas. (In-field policy adopted by State Board of Education May 4, 1983.)

### SECTION I: INFORMATION CONCERNING APPLICANT

Administrative Unit Name and Code Number --Enter the name and the three digit number for the local education agency in which the teacher is employed.
Social Security Number -- Enter the social security number from the teacher's current certificate.
Last Name, First Name, Middle Initial -- Copy this information from the teacher's current certificate.

### SECTION II: OUT-OF-FIELD AREA(S)

In this section, record the appropriate certification required for the out-of-field teaching assignment. Ulitize caution in requesting certain areas that require prerequisites to qualify, e.g., school counselor.

### SECTION III: BASIS FOR ADDING CERTIFICATION

Record in this section information concerning college or workshop credits directly related to the certification required. The Certification Section only evaluates courses and credits for purposes of establishing eligibility for endorsements, middle grade subject areas, and certain exceptional children education teaching areas. Other certificate areas requested on this form can only be issued on a provisional basis with the requirement to associate with a college or university approved program. Credits should not be listed for areas in which the Certification Section does not evaluate.

**NOTE:** NTE specialty area tests are required when adding additional areas of certification. Test requirements as well as other deficiencies will be identified by the Certification Section upon issuance of the certification.

Form C-13
Revised 12/92

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, N.C. 27601-2825

# LATERAL ENTRY CERTIFICATION REQUEST

(To be submitted with Initial Application Form #1)

The 1984 session of the North Carolina General Assembly amended G.S. 115C-296 by including the following:

> *"It is the policy of the State of North Carolina to encourage lateral entry into the profession of teaching by skilled individuals from the private sector...."*

The State Board of Education has adopted policies to implement lateral entry which limit such certification to individuals who have been selected for employment by a North Carolina school system.

***Statement of the Employing North Carolina School System:*** This is to certify that we intend to employ the person identified below in a professional position and do herewith request certification under provision of the lateral entry regulations.
***Area of Assignment:***_____

_____ / _____ / _____
Signature of Superintendent or Designee  Name of School Unit  Date

***Statement of Applicant:*** I do herewith request certification as documented on the attached ***Initial Application for Certification (Form #1)*** under provisions of the lateral entry regulations. ***I understand and accept the conditions for the issuance of the lateral entry certificate.***

_____ / _____ / _____
Signature  Social Security Number  Date

Terms and Conditions of a Lateral Entry Certification

1. The lateral entry certificate legally entitles me to be employed and to serve in the North Carolina public schools as a teacher.
2. The issuance of the lateral entry certificate imposes on me the necessity to meet the testing and progressive credit requirements within the time limits specified without regard to my continued employment in a North Carolina school system if such certification is to remain valid.
3. The NTE specialty area test must be successfully completed during the first year of the certification. The Professional Knowledge test (PK) must be successfully completed prior to a certification recommendation by the Institution of Higher Education (IHE) after completion of the professional education and/or other certification requirements.
4. Lateral entry certification requires me to complete professional education and/or other requirements for a clear certification through an approved education program at a participating IHE. This work must be completed at a minimum rate of six semester hours per year ***with all requirements completed within five years.*** The IHE will file a recommendation for certification upon completion of the education program.
5. Certification through the lateral entry program is subject to all regulations which apply to other beginning teachers in North Carolina. The lateral entry certificate is issued for one year, renewable upon completion of credit requirements as specified in #4 above. Two years of successful experience and successful completion of the Initial Certification Program (ICP) are required of all teachers certified via lateral entry to convert to a continuing certificate. Lateral entry employees retain initial status throughout the entire period during which they complete course work and test requirements.

(f) Classification of Teachers Who Have Not Completed a Teacher Education Program Criteria for Lateral Entry into the Teaching Profession:

(1) Application for lateral entry certification is limited to those individuals who have been selected for employment by a North Carolina school system. The application for certification must be a joint application by the individual and the employing school system with complete documentation of all supporting credits, experience, test scores, and other pertinent information.

(2) Lateral entry certification on a provisional basis is authorized in major areas of academic study for which the state has established certification. Only degrees and credits from regionally accredited institutions will be acceptable. The class of such certification will be the same as that issued to regular education program graduates based on the degree(s) held and the appropriate major area of study completed. Lateral entry certificates will be subject to the initial certification procedures and to the provisional certification requirements.

(3) Evaluations for clear certification for lateral entry teachers should be completed by a North Carolina institution with an "approved" education program in the certification area. Such evaluations should reflect appropriate knowledge and skill from previous training and experience as it relates to the competencies specified or the various areas of certification. Successful teaching experience in the program for initially certified personnel will be accepted for the student teaching requirement. Other appropriate professional training activities in this program must be reflected in the evaluation for full certification. The Division of Teacher Education Services, Certification Section, will resolve any differences which cannot be resolved by the other parties involved.

(4) Lateral entry certificates are subject to the standard requirements of GS 115-296 (a) and the policies adopted by the State Board of Education. NTE Programs tests are required with the option open to an individual to substitute the Graduate Record Examination (GRE). Minimum scores have been established. The NTE specialty area test must be taken and the minimum score achieved during the first year of the certification. The Professional Knowledge test may be delayed until the completion of the designated professional education program. A lateral entry certificate will be issued upon application and will be valid for employment for one year during which the specialty area test and the minimum of six semester hours of approved credit must be completed.

(5) Application for lateral entry certification may be filed for an individual who has satisfied all major degree requirements but who may still have some minor deficiency or technical requirement to be satisfied. Such shortages may not exceed six semester hours and must be satisfied prior to the beginning of the following fiscal year. Such individuals will be eligible for certification as specified in these regulations.

(6) These policies shall become effective for certification issued "effective July 1, 1985 and thereafter."

Form C-14
(Revised 8/88)

DEPARTMENT OF PUBLIC INSTRUCTION
CERTIFICATION SECTION
DIVISION OF TEACHER EDUCATION SERVICES
301 N. WILMINGTON STREET
RALEIGH, NC 27601-2825

# NORTH CAROLINA INITIAL CERTIFICATION PROGRAM RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL

This form must be completed by the locally designated official for each initially certified person at the end of the initial certification period. All decisions regarding continuing certification must be verified in the space provided.

_____ LEA _____ No.

NAME _____
LAST FIRST MIDDLE MAIDEN

ADDRESS _____
STREET OR P. O. BOX CITY STATE ZIP CODE

SOCIAL SECURITY NUMBER _____ - _____ - _____

Area(s) of Initial Certification (Use Certification Codes Only) _____

Date Enrolled in Initial Certification Program _____ Month _____ Day _____ Year

Date Initial Certification Requirements Completed _____ Month _____ Day _____ Year

Assignment at time of Recommendation: _____
NOTE: Policy change effective July 1, 1987 requires that the assignment be appropriate to the area of initial certification.

**Continuing Certification (Check One):** _____**Recommended** _____**Not Recommended**

Verification of Performance: (Required with all recommendations):

Yes _____ Performance AT STANDARD on Critical Function Areas
(IF NOT, CRITICAL FUNCTION AREAS NOT AT STANDARD MUST BE SPECIFIED/LISTED)

No _____

Person Designated to Make Certification Recommendations:

_____ (signature) _____ (date)

(FOR USE ONLY BY CERTIFICATION SECTION)

_____ Recommending IHE _____ Approved
_____ Date _____ Not Approved

_____ Signature

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

FORM IHE-01
REVISED 12/92

# NORTH CAROLINA RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL

*(FOR USE BY NORTH CAROLINA INSTITUTIONS)*

Name _____
Last First Middle Maiden

Address _____
Street or PO Box City State Zip Code

_____ _____
Social Security Number Date of Birth

## RECOMMENDATIONS

This recommendation is an official document and must be completed by a North Carolina approved institution for teacher education so that an individual can be certified after the completion of a competency-based teacher education program. Complete information for each certification area being recommended is required. When appropriate, the North Carolina Local Education Agency Evaluation of Student Teaching Performance, Form IHE-01b, must be included for individuals qualifying for their first certification.

_____
Institution of Higher Education

## PROFESSIONAL

The applicant has completed the professional education requirements of this institution's approved program for certification as indicated and is recommended as possessing the competencies stipulated by the State Guidelines for the Approval of Programs for Teacher Education. The applicant has been advised of certification and degree requirements as required by the Quality Assurance Program.

_____ _____
Signature and Title of IHE Recommending Official Date

**CERTIFICATION SUBJECT(S) OR AREA(S)** (Signature of recommending official required for each area.)

List below the subject(s) or area(s) being recommended for certification. Middle grades subject area concentrations must be specified one per line (e.g., middle grades math).

1. _____ / _____ / _____ / _____
Name of Certificate Degree or Level Date Requirements Completed Signature of Recommending Official Date

2. _____ / _____ / _____ / _____
Name of Certificate Degree or Level Date Requirements Completed Signature of Recommending Official Date

3. _____ / _____ / _____ / _____
Name of Certificate Degree or Level Date Requirements Completed Signature of Recommending Official Date

4. _____ / _____ / _____ / _____
Name of Certificate Degree or Level Date Requirements Completed Signature of Recommending Official Date

## NORTH CAROLINA APPROVED PROGRAM STUDENT ADVISEMENT DOCUMENTATION

The Quality Assurance Program has addressed minimum student advisement procedures to ensure that all parties (IHE faculty and students) involved in teacher education are aware of program expectations and student achievement toward meeting these expectations. Standard test scores along with scholastic achievement scores should be a part of these expectations in meeting exit requirements for certification. To ensure direct student involvement in face-to-face interaction with a faculty adviser, three formal evaluation conferences should be conducted with joint sign-off by the parties involved if no other formal advisement procedures are conducted at your institution. This form provides for the posting of standardized test scores and the recording of advisement conferences.

Name of Student _____

Social Security Number _____ Certification Sought _____

**SCHOLASTIC APTITUDE TEST SCORES** (to be completed by recommending official)

Test Date _____ Verbal _____ Math _____

**NTE PROGRAMS SCORES** (to be completed by recommending official)

Test Date _____ Specialty Area Number _____ Score _____

CS _____ GK _____ PK _____ Date _____

**GRADUATE RECORD EXAMINATION SCORES** (to be completed by recommending official)

Test Date _____ Verbal _____ Quantitative _____ Analytical _____

_____ _____

Signature of IHE Official Entering Test Scores Date

*Use of the following space is optional if formal advisement procedures have been conducted as specified by the college/university.*

**Advisement Conferences.** The signatures required at the end of each conference certify only that the conference did occur and do not necessarily indicate concurrence or agreement by the parties involved.

A. Point of admission into the approved teacher education program. Notes or comments:

_____

_____

_____ _____ _____

Faculty Adviser Date Student

B. Point of application for student teaching. Notes or comments:

_____

_____

_____ _____ _____

Faculty Adviser Date Student

C. Point of program completion. Notes or comments:

_____

_____ _____ _____

Faculty Adviser Date Student

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

FORM IHE-01B
REVISED 1/93

Student Teaching _____
Graduate Student Intern_____
Check One

# NORTH CAROLINA LOCAL EDUCATION AGENCY EVALUATION OF STUDENT TEACHING/INTERNING PERFORMANCE

(for use by LEA superintendent or designee)

This form must be completed by the superintendent or designee of the LEA in which the North Carolina Approved Teacher Education Program student completed student teaching/interning. It should be sent to the college or university to be included with the initial application for certification. A favorable response is required for certification.

Name of Student _____
Last First Middle Maiden

Address _____
Street or P.O. Box City State Zip Code

_____ _____
Social Security Number Name of Institution

The individual named above completed his/her assignment at

_____ in _____.
school name administrative unit

The assignment began _____ and ended _____,
month/day/year month/day/year

The student teacher taught _____ in the _____ grade(s).

The graduate student interned in _____(specific program).

I have reviewed the evaluation of his/her performance which was done systematically and continuously during the assignment. Based on his/her evaluations and recommendations from my professional staff, we certify that:

_____ The student's performance has been successful.
_____ The student's performance has not been successful.

Comments (optional): _____

_____

_____

_____
LEA Supervisor Date

_____
Signature of Designated LEA Official Date Administrative Unit

DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
STATE DEPARTMENT OF PUBLIC INSTRUCTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

FORM IHE-02
Revised 12/92

# OUT-OF-STATE INSTITUTIONAL RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL

*Section A is to be filled in by the applicant. Section B must be completed by the recommending institution. This form and an original transcript of college course work should be returned to the applicant, who is responsible for submitting the form, transcripts, and other application materials to the Certification Section.*

**Section A (to be completed by applicant)**

Name: _____
Last First Middle Maiden

Address: _____
Street or P.O. Box City State Zip Code

_____ _____ _____ _____ _____
Social Security Number Date of Birth Race Sex Marital Status

**Section B (to be completed by the designated college official -- certification officer, dean of education, or registrar)**

1. The applicant completed requirements for the _____ (bachelor's, masters, etc.) degree on _____ (month/day/year) and finished an approved education program in the area(s) of _____.

2. The applicant completed requirements for an approved education program at the _____ (bachelor's, masters, etc.) degree level on _____ (month/day/year) in the area(s) of _____ but did not earn a degree from this institution.

The program completed meets the following accreditation/approval (check all that apply).

___ National Council for Accreditation of Teacher Education (NCATE)
___ Program based on National Association of State Directors of Teacher Education and Certification Standards (NASDTEC)
___ State of _____ Approved Education Program
___ Regional Accreditation _____ (Name of Regional Accrediting Body)

The education program completed by the applicant was approved in the field(s) and at the level(s) recommended. The approved program was in effect during the applicant's period of study.

Name of Designated Official (Please print or type.) Title Date

Name of Institution Signature of Official

FORM LEA-02
REVISED 12/92

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

# REQUEST FOR CERTIFICATION IN VOCATIONAL EDUCATION

(to be completed by local education agency)

Date: _____

Name: _____

Address: _____
(Street or P.O. Box) (City) (State) (Zip)

SSN: _____

The above individual is to be employed by _____
(LEA)

to serve as a teacher of _____.
(program area and lab if applicable)

Based on the certification guidelines, he/she is the most qualified applicant available to fill the position. We request that his/her credentials be evaluated for certification in this area.

COMMENTS/JUSTIFICATION: _____

_____

_____

_____

_____
Superintendent or Designated Personnel Officer

_____
Director of Vocational Education

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NORTH CAROLINA 27601-2825

Form LEA-03
Revised 2/93

# Request for Placement on the Graduate, Advanced, or Doctoral Salary Schedule

(for use by public school administrative offices only)

This request for authorization of placement on the indicated salary schedule must be completed by the LEA superintendent or designated personnel officer. See back of sheet for an explanation of policy.

This request is for school year _____.

| *TYPE/PRINT Names & Social Security Numbers of Employees* | *Area of Assignment* | *Percent of Day* | *Indicate* Grad. | Adv. | Dr. | *Employed* Full Time | Part Time |
|---|---|---|---|---|---|---|---|
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |
| SSN ___/___/___ | | | ☐ | ☐ | ☐ | ☐ | ☐ |

I certify that the individuals named above are assigned appropriately and qualify for placement on the salary schedule as indicated.

Local Education Agency

Superintendent or Designee and Title

Date

(For use by Certification Section staff only.)
Approval as indicated above is granted for the _____ school year.

Date

Signature and Title

cc: Location Education Agency
Certification File

## INSTRUCTIONS

### Class G Salary Pay Authorization

Effective July 1, 1993, the Certification Section will authorize salary certification on the class G teacher salary schedule for teachers who hold master's degrees that are not in teacher education. These master's degrees must be from regionally accredited institutions and must be in subject areas directly relevant to an existing class A certification earned through an approved education program. Salary can be authorized at the G level **only** when the teacher's assignment for the majority of the day is in the area to which the relevant master's degree applies. A majority assignment exists when it covers fifty percent or more of the daily teaching duties.

### Advanced and Doctoral Certification

Effective July 1, 1991, salary certification at the advanced (sixth-year) or doctoral level for a teaching area is not automatic. To qualify for the advanced or doctoral level salary, the employing superintendent must verify that the teacher is assigned the majority of the day (fifty percent or more) in the area for which the advanced or doctoral certification is held.

This form is not required for assignments in categorically funded teaching areas, such as most vocational education and exceptional children areas. When the budget code shows a categorical area in which the advanced or doctoral certification is held, the supplemental salary will be automatic.

Form LEA-04
1/93

DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION OF TEACHER EDUCATION SERVICES
CERTIFICATION SECTION
301 N. WILMINGTON STREET
RALEIGH, NC 27601-2825

# NORTH CAROLINA MODIFIED CERTIFICATION PROGRAM RECOMMENDATION FOR PROFESSIONAL SCHOOL PERSONNEL

**This form must be completed by the locally designated official for each person at the end of the modified certification process period. The following is a checklist indicating the basis for which competence is verified toward meeting requirements for Lateral Entry or Add-on certification. A response is required for each item listed. Supporting documentation, where appropriate, must be attached to this recommendation form. Instructions for completing each item are found on the reverse of this sheet.**

Name _____ Position/Assignment _____

Social Security No. _____ Certification sought _____

This recommendation is for (check one): Add-on _____ Lateral Entry _____

---

1. College(s) (or University): _____

   _____

   _____

2. Copy of currently held certificate attached (check one): Yes _____ No _____

3. Relevant NTE Scores:

| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
|---|---|---|---|---|---|---|
| DATE | CS | GK | PK | DATE | SP. AREA | SCORE |

4. Staff Development/Renewal Activities:
   2-week Lateral Entry Orientation completed _____ (Lateral Entry Applicants only)
   date
   N.C. Effective Teaching Training completed _____
   date
   Classroom Management/Discipline Procedure Training completed Yes ____ No ____
   Other _____

   _____

5. ICP completed _____
   date

6. Competency Evaluation * _____ _____ _____
   Completion Date LEA Official Signature IHE Official Signature
   *(See #6 under Directions For Completing Form LEA-04 on reverse of this sheet.)

7. Recommended for Certification: Yes _____ No _____
   The individual named above has, based on a competency evaluation, met all SBE-approved requirements for the certification area indicated and is recommended for certification.

   Recommending Official - Signature _____

   Recommending Official - Title _____

   LEA _____ DATE _____

(over)

**Modified Certification Procedure Under Senate Bill 2**
**For Add-On and Lateral Entry Certificates**

The following basic assumptions will apply:

- That there are specialized skills and understandings unique to the profession.
- That licensure denotes attainment of these critical competencies.
- That the approved program approach to certification is the preferred process to follow when certifying personnel.
- That there are situations/circumstances which require an alternative route to certification.
- That preparation for certification is a joint responsibility of LEAs and IHEs.
- When alternative routes to certification are used, procedures followed must ensure mastery of entry-level competencies deemed critical for the certification area sought.
- Alternative routes to certification must be feasible and maintain standards at a level commensurate with the approved program approach.

In LEAs granted Certification waivers under Senate Bill 2 the following guidelines will be required for successful completion of add-on and lateral entry certifications:

**For Add-On Certificates**

Eligibility Criteria

- Must hold a valid, current certificate
- Must be assigned in area for which add-on certification is sought

Program Components

- LEA assessment of competencies (transcripts/experiences). The assessment is required to be completed in collaboration with an approved teacher education institution of higher education. If such collaboration cannot occur, documentation of attempts and/or reasons why it did not occur must accompany each recommendation.
- Evidence of support (human and material resources)
- Continuing Staff Development
  - 9 renewal credits or 6 semester hours each year
  - Credits/hours must relate to completion of add-on requirements
- Evaluation - Evidence of at least one year of successful teaching experience in the add-on certificate area sought
- Passing scores on the appropriate NTE Specialty Area exams
- All requirements must be completed within five (5) years of eligibility
- LEA recommendation to Certification Section, Division of Teacher Education Services, Department of Public Instruction

**For Lateral Entry Certificates**

Eligibility Criteria

- Prior work experience desirable
- Bachelor's Degree in area from regionally-accredited IHE, or the equivalent
- Request for certification by employing LEA

Program Components

- LEA assessment of competencies (transcripts/experiences). The assessment is required to be completed in collaboration with an approved teacher education institution of higher education. If such collaboration cannot occur, documentation of attempts and/or reasons why it did not occur must accompany each recommendation.
- Passing scores on appropriate NTE Specialty Area exams during first year of assignment
- Continuing Staff Development
  - Two week training course prior to beginning work assignment (see Lateral Entry training requirements in Certification Manual)
  - 9 renewal credits or 6 semester hours each year
- Support - Successful completion of the two-year ICP experience in the Lateral Entry area sought
- Evaluation - evidence of two years of successful experience in the certificate area sought
- Passing score on NTE Professional Knowledge exam upon completion of stipulations based on assessment of competencies
- Completion of all requirements within five (5) years of eligibility
- LEA recommendation to Certification Section

## DIRECTIONS FOR COMPLETING FORM LEA-04

1. List names of all colleges/universities from which course credits were used to assist in establishing competency evaluation for this certification. Copies of transcripts from each institution listed must be attached.

2. Attach a copy of currently-held certificate.

3. Enter in the appropriate spaces NTE score information (date/score/name of specialty area) relevant to the certificate sought. Since this form is designed for use by both Add-on and Lateral Entry applicants use only those spaces relevant to the individual's classification. In some cases the Core Battery Exams Communication Skills (CS), General Knowledge (GK) and Professional Knowledge (PK) may not be required. However, space is provided for all NTE exams in the event that competence is being based in whole or in part on these scores. An acceptable Professional Knowledge (PK) Exam score is required of all Lateral Entry applicants. An acceptable Specialty Area Exam score is required of all Lateral Entry and Add-on applicants for each certification area sought.

4. The establishment of competence for certification via the Modified Certification Process allows for the use of staff development/renewal activities as a method for achieving competence. Space is provided to indicate activities used to satisfy both Add-on and Lateral Entry requirements. Respond as appropriate for the individual and certificate area sought.

5. Indicate date ICP requirement completed, if applicable.

6. The Modified Certification Process requires that SBE-approved competencies specified for the certification area sought be met in order to qualify. Documentation of the evaluation/assessment of competencies for this recommendation must be attached. A copy of the competencies required for each certification is contained in the Competencies and Guidelines for Approved Teacher Education Programs, a publication made available by the Division of Communication Services, Department of Public Instruction, 301 N. Wilmington Street, Raleigh, NC 27601-2825 (telephone 919/715-1246). The designated officials from the LEA and IHE participating must sign in the space provided. If collaboration with an IHE was not possible, attach documentation of collaboration attempts/reasons why collaboration was not possible.

7. The official designated by the LEA to recommend for certification must make the recommendation for each applicant and sign the form indicating title, LEA and date. The signature verifies that competencies for the certification area sought have been achieved, based on the assessment completed in this process.

## Appendix E: Glossary

**Add-on Certification.** Areas added to existing certification.

**Approved Education Program.** A program of study in an institution of higher education that is approved by the State Board of Education in accordance with competencies, standards, and guidelines established by the Board.

**Certificate Effective Date.** The beginning date for establishing eligibility for employment and salary certification.

**Certificate Expiration Date.** The last day a certificate is valid for employment.

**Certificate Extension.** A certificate automatically issued during May of each year to certified public school personnel whose certificates will expire on June 30. Automatic extension certificates are issued for both regular five-year certificates and certain provisional one-year certificates.

**Certificate Issue Date.** The date a certificate is printed.

**Certificate Number.** The certificate holder's social security number.

**Certification.** The licensing of professional school personnel. Qualifies the certificate holder to serve in the subject or field identified on the certificate.

**Direct Certification.** The licensing of professional school personnel based on a Department of Public Instruction review of academic transcripts, relevant experience, and other data to determine whether an individual has credentials equivalent to those acquired by completing an education program.

**Elementary Second Language Endorsement.** A second language area that must attach to an existing elementary certificate area. *The less than half-time restriction for teaching is not applicable to this endorsement.*

**Endorsement.** An endorsement to teach less than half time in a specific subject area. Requires eighteen semester hours of course work in the subject as well as full certification in another subject.

**Experience Rating.** The total number of years of experience established for each area of certification.

**Initial Certification Program (ICP).** A two-year program for inexperienced professional personnel that provides for continuing growth and refinement of skills, peer support and assessment, and induction into the profession.

**Lateral Entry.** SBE policy that allows employers to request provisional certification for skilled individuals who hold a bachelor's degree from a regionally accredited institution of higher education but who have not yet completed the education requirements of an approved education program.

**Methods Faculty.** Faculty who teach undergraduate or graduate methods courses or supervise field experiences for prospective classroom teachers in approved teacher education programs.

**Modified Certification.** A certification process available to local education agencies that have received Senate Bill 2 waivers with the special stipulation for modified certification. Involves the design and development of a certification plan by a local education agency in collaboration with surrounding institutions of higher education and the Department of Public Instruction.

**NTE Programs.** The standard tests required by the State Board of Education for North Carolina certification. Minimum scores are required for admission into a teacher education program and for initial and subsequent certification.

**Out-of-Field Assignments.** Any teaching assignment other than remedial that is outside a person's area of certification, even for a single period a day.

**Reciprocity.** SBE policy that enables individuals to obtain North Carolina certification based on the completion of approved education programs (or the equivalent) in other states.

**Renewal Credit.** Credit required to establish or maintain a certificate.

**Renewal Cycle.** A five-year period initially based on the completion of credit requirements to qualify for certification, the completion of certificate renewal credits, or a valid certificate from a state with which North Carolina has established reciprocity. Renewal requirements must be met by the end of the five-year cycle in order to establish a new cycle.

**Salary Certification.** The process by which an official, state-assigned salary is established for employed individuals on the North Carolina Public School Personnel State Salary Schedule.

**Student Teaching.** A ten-week or longer period, generally during the senior year, in which students enrolled in teacher education programs acquire experience in the classroom. The local school system and directors of student teachers in institutions of higher education supervise and evaluate the experience. Local school systems must agree that the student teaching experience is successful before an individual can qualify for initial certification.

**Temporary Permit.** A certificate issued for one year or less that establishes eligibility for certification and provides an opportunity for an individual to complete NTE requirements. Eligible individuals usually include out-of-state applicants without prior knowledge of North Carolina NTE requirements. (Graduates of North Carolina approved education programs are not eligible for temporary permits.) Certification beyond the one-year permit is contingent upon satisfaction of the NTE requirements.

**Validated Certificate.** A provisional certificate for individuals with expired certificates who have not earned renewal credits to establish a renewal cycle. *Issued only upon employer request.*

# INDEX


Academically gifted 48
Add-on certification 21, 151
Address 3
Agriculture education 52
Appealing the denial of continuing certification 33
Approved education program 15, 151
Assistant principal 29, 63, 71
Automatic certificate extensions 36
Behaviorally/emotionally handicapped 48, 49
Birth through kindergarten 39, 68
Block assignments, middle grades 41
Candidate for professional certification database 16-17
Career exploration 59
Certificate
- class level 11, 71, 74
- continuing 11
- dating of 13
- duplicate 4
- effective date 13, 151
- expiration date 13, 151
- extension 36, 69, 151
- information printed on 7
- initial 11, 13, 28
- issue date 151
- number 7, 151
- program codes 9
- provisional 11, 67-69
- reinstatement of expired 37
- renewal of 35-37
- sample 8
- status 11
- suspension and revocation of 79-81
- types 12-13
- validated 37

Certification 1, 151
- add-on 21, 151
- and tenure 4-5
- by approved education program 15
- by direct certification 21

by lateral entry 20
by modified certification 21
by reciprocity 17
continuing 31
laws relating to 85
provisional (*See* provisional certification.)
salary 152
Class codes 11
Class level 11, 71
and salary 74
Clearing ICP 31
with lateral entry areas 32
with provisional certification areas 31
Computer education 43, 46
Continuing certification 31
appealing the denial of 32
Counselor 28, 29, 64, 71
CPC system (*See* candidate for professional certification database)
Cross categorical 49
Curriculum-instructional specialist 29, 63, 71
Dating of certificates 13
Direct certification 21-22, 151
Driver education 46, 68
Duplicate certificates 4
Effective teacher training 64-65, 75
Elementary education 40
Elementary second language endorsement 40, 151
Eligibility, statement of 18, 19
Endorsement 43, 151
elementary second language 40, 151
principles of technology 44
computer education 43, 46
Exceptional children 48-49
Exceptional children program administrator 64
Experience 71-74
areas of experience credit 71
calculation of credit 72
college teaching 73
effective date for changes to 73
instructional teaching assistant 72
military service 73
nonteaching 72-73
out-of-state 72
rating 151
vocational 51
Expiration date of certificate 13, 151
Expired certificate, reinstatement of 37
Fee (*See* processing fee)

GRE 18, 20, 23, 48
Handicapped/disadvantaged 58
Health, middle grades 41
Health occupations 54
Hearing impaired 48, 49
Home economics 53
ICP (*See* initial certification program)
Independent study 35-36
Industrial cooperative training 56
Industry-education coordinator 56
Initial certification 15-22
Initial certification program 27-33
    and administrators 29
    and curriculum-instructional specialists 29
    and permanent part-time employees 29
    and student service personnel 28
    and teachers 28
    clearing ICP requirements 31
        with lateral entry 32
        with provisional certification areas 31
    placement in 27
    plans 30
    procedure 28
Instructional technology specialist - computers 43, 46, 64
Interstate agreement (reciprocity) 17
Junior ROTC 47-48, 75
Lateral entry 20-21, 152
    clearing ICP with 32
Laws relating to certification 85-88
Learning disabilities 48, 49
Leave of absence 73
Marketing education 55
Media coordinator 28, 46
Media supervisor 64
Mentally handicapped 48, 49
Mentor 64-65
    processing fee requirement 4
Methods faculty 77-78, 152
Middle grades 40-42, 60
    academic areas 40
    vocational areas 42
Modified certification 21, 152
NASDTEC 17
NCATE 17, 27, 46
North Carolina administrative code (as related to certification) 89-97
NTE 23-25, 41, 43, 152
    score requirements 24-25

Out-of-field assignments 67-69, 152
middle grades 41
secondary 43
Physical science 43
PreK-K 39, 68
Preschool handicapped 38, 68
Principal 29, 63, 69, 71
Principles of technology 44
Processing fee 4
Professional certification assistance line 3
Program codes 9-11
Provisional certification 11, 67-69
and processing fee 4
and NTE 23
and clearing ICP 31
as counselor 68
as supervisor 68
as school psychologist 69
in secondary areas 43
in vocational education 52-59
Reciprocal certification 17-18, 27, 152
Reinstatement of expired certificates 37
Renewal credit 35-36, 152
Renewal credit records 36
Renewal cycle 13, 152
Renewal of certificates 35-37
regulations 35
procedures 36
reinstatement 37
validated certificates 37
Revocation 79-81
Safety and driver education 46
Salary 71-76
and certificate effective date 13
and experience 71
and class level 74
certification 152
changes, effective date of 76
for JROTC instructors 75
for substitute teachers 75
for supervisor/director assignments 75
with graduate certification 74
with advanced certification 74
with doctoral certification 74
School psychologist 12, 28, 65
provisional certification 69
School social worker 12, 28, 64
Second languages, K-12 47

Secondary 43-45
Severely/profoundly handicapped 48-49
Special service personnel 63-65
assistant principal 63
counselor 64
curriculum-instructional specialist 63
exceptional children program administrator 64
instructional technology specialist - computers 64
media supervisor 64
mentor 64
principal 63
school psychologist 65
school social worker 64
superintendent 63
vocational director 64
Special subject areas 45-50
computer education 46
exceptional children 48-50
JROTC 47
K-12 second languages 47
media coordinator 46
safety and driver education 46
Speech-language impaired 49
provisional certification 68
Statement of eligibility 18, 19
Student advisement documentation 15
Student service personnel 12, 26, 74
and ICP 28
Student teaching 16, 148
Substitute teachers 18, 75
Superintendent 13, 29, 63, 69, 71
Supervisor 13, 29, 63-64, 71, 75
provisional certification 68
Suspension 79-81
Telephone assistance 3-4
Temporary permit 9, 20, 23, 153
Tenure 4, 5
Testing 23-25
Thirty percent rule 48
Trade preparatory programs 55-56
Validated certificates 37, 153
Visually impaired 48, 49
Vocational business education 57-58
Vocational business education - data processing 57-58
Vocational director 13, 53, 64
Vocational education 51-61
agriculture 52
career exploration 59

handicapped/disadvantaged 58
health occupations 54
home economics 53
industrial cooperative training 56
industry-education coordinator 56
marketing 55
technology education 60
trade preparatory programs 55
vocational business 57
vocational business - data processing 57
vocational director 53